

# Shareholder Communications Policy

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## **Purpose and Scope**

This document sets out the shareholder communications policy of Cooper Energy. This policy outlines the processes followed by Cooper Energy to ensure that communication with Cooper Energy shareholders and the investment community is effective, consistent and adheres to the principles of continuous disclosure.

# Shareholder Communications Policy

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# Shareholder Communications Policy

## 1. Overview

This Policy applies to Cooper Energy Limited and all of its subsidiaries (**Cooper Energy**). Cooper Energy recognises the importance and value of providing up-to-date relevant information to its shareholders through effective communication.

This Policy should be read together with and subject to Cooper Energy's Continuous Disclosure and Market Communications Code. The Continuous Disclosure and Market Communications Code addresses matters such as:

- Cooper Energy's continuous disclosure obligations; and
- the persons who are authorised to make public statements to the market on behalf of, or attributable to, Cooper Energy.

Cooper Energy's website, its Annual General Meeting (**AGM**) and its regular reporting to the market (i.e., financial reports, Annual Reports, investor presentations and other announcements) are considered the primary forms of communication within the context of this Policy. In addition, reasonable access to senior management and directors will be made available to shareholders and the investment community.

### 1.1. Roles and Responsibilities

Roles	Accountability
<b>General Counsel &amp; Company Secretary</b>	<b>Document Owner</b> – accountable for defining the requirements of the business process described by this procedure, ensuring appropriate performance metrics are defined and reviewed, tracking lessons learned, and driving continuous improvement.
<b>Managing Director</b>	Accountable for ensuring this Policy is implemented.
<b>Head of Investor Relations</b>	Accountable for supporting the Managing Director and the General Counsel & Company Secretary in the implementation of this Policy.

### 1.2. Related Content

- **Continuous Disclosure and Market Communications Code (CMS-GV-CDE-0001)**
- ASX Listing Rules
- Corporations Act 2001 (Commonwealth)

## 2. Terms of Reference

### 2.1. Electronic Communications

Cooper Energy's website is the key day-to-day information resource for shareholders and the investment community. All announcements made to ASX are available on a timely basis on Cooper Energy's website or by email notification (when a shareholder provides their email address to Cooper Energy and elects to be notified of ASX announcements).

Additional information, such as presentations to industry conferences or broker presentations, are made available on the website.

### 2.2. Annual General Meetings

Cooper Energy's intent is to encourage participation of shareholders at its AGMs.

At each meeting, shareholders (through the Chairman) will be given the opportunity to ask general questions of directors and senior management. Shareholders are invited in the Notice of Meeting to forward their questions and comments to Cooper Energy prior to the AGM.

Cooper Energy will also ensure that its external auditors attend the AGM and will be available to answer questions about the conduct of the audit and the preparation of the Auditor's Report.

In addition to lodgement of the Notice of AGM with the ASX and distribution to shareholders, Cooper Energy will also make such notices available on the Company's website. Results of resolutions considered at AGMs will be lodged with the ASX and will also be available on the Cooper Energy website as soon as practical after the meeting.

The Managing Director's and the Chairman's AGM addresses will be announced to the ASX just prior to the commencement of the AGM. They will be available to shareholders in the same manner as other ASX announcements.

### 2.3. Financial Results

The financial results for the half year ended 31 December are reported by Cooper Energy no later than the end of February each year (i.e., within two months from the end of the half year period). The financial results for the full year ended 30 June are reported by Cooper Energy no later than the end of August each year (i.e., within two months from the end of the full year period).

Quarterly operations updates will be made available in January, April, July, and October (i.e., within one month from the end of each quarter).

The quarterly, half year and full year results announced to the ASX will be available to shareholders in the same manner as other ASX announcements.

### 2.4. Annual Report

The Annual Report contains key financial information about Cooper Energy as well as important operating and corporate information. The Annual Report will be available on the Cooper Energy website prior to the AGM (and within the timeframe set by the Corporations Act).

Shareholders can elect to receive an Annual Report by email or mail by completing an Annual Report Election form which is available from the Cooper Energy Share Registry.

Current and previous Annual Reports are available on the Cooper Energy website.

### 2.5. Access to Management

Shareholders and the investment community will have reasonable access to specific authorised senior management and directors of Cooper Energy to ask questions or to seek additional information on the business.

Directors and senior management must ensure they observe all requirements of Cooper Energy's Continuous Disclosure and Market Communications Code in any communication. The authorised spokespersons for Cooper Energy are set out in the Continuous Disclosure and Market Communications Code. Discussion should focus on publicly announced facts regarding the business and should not in any way contain comments which could be construed as investment advice.

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Requests for additional information may be made through the website, or by mail or phone to the Company's registered office.

Contact details for these communication access points are as follows:

Website: [www.cooperenergy.com.au](http://www.cooperenergy.com.au)  
Registered Office: Level 8, 70 Franklin Street, Adelaide, SA 5000  
Telephone: +61 8 8100 4900

## 2.6. Share Registry

For all share related enquiries, shareholders should contact Cooper Energy's Share Registry:

Computershare Investor Services Pty Ltd

GPO Box 2975

Melbourne Victoria 3001

Telephone: +61 8 8236 2300 or 1300 556 161 (within Australia)

Facsimile: +61 3 9473 2408 or 1300 534 987 (within Australia)

Email: [webqueries@computershare.com.au](mailto:webqueries@computershare.com.au)

Website: [www.computershare.com.au](http://www.computershare.com.au)

For all queries, shareholders will need to quote their Holder Identification Number or Securityholder Reference Number (SRN) as it appears on their Holding statement, along with their current address.

Shareholders must notify Computershare immediately in writing of any change of address. Any change in name should also be notified to Computershare in writing and attach a certified copy of the relevant marriage certificate or deed poll.

## 2.7. Breach of Policy

Strict compliance with this Policy is mandatory. Breaches will be taken seriously and may be subject to disciplinary action, up to and including termination of a person's employment or appointment.

## 2.8. Review

This Policy may be reviewed by Cooper Energy from time to time and any proposed amendments approved by the Managing Director.

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## Appendices

### Appendix 1 – Revision History

Revision	Date	Revision Summary
0	06-Apr-2021	Issued for Use