
Shareholder Communication Policy

Viva Energy Group Limited (ACN 626 661 032)

Adopted by the Board on 18 June 2018

Shareholder Communication Policy

1 Purpose

- (a) Viva Energy Group Limited (together with its subsidiaries (unless the context requires otherwise), the **Company**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting the Company.
- (b) The purpose of this shareholder communication policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at the Company's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.

2 Methods of communication

- (a) Information is provided to shareholders and other stakeholders through, without limitation:
 - (i) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
 - (ii) the investor relations section of the Company's website (*www.vivaenergy.com.au*);
 - (iii) the Company's annual and half-yearly reports; and
 - (iv) the annual general meeting (**AGM**).
- (b) The Company encourages shareholders to receive Company information electronically by registering their email address online with the Company's share registry. Shareholders may also communicate electronically with the Company and its share registry as provided for on the Company's website.

3 ASX releases

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

4 Website

- (a) The investor relations section of the Company's website is the primary medium for 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 the Company's website will contain information relevant to shareholders and stakeholders including statements lodged with the ASX by the Company (including all financial results and annual reports), the Company's constitution, board of the

Company (**Board**) committee charters and corporate governance policies, press releases and other material relevant to the Company's shareholders.

5 Annual general meeting

- (a) The AGM provides an important opportunity for the Company 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 and management and vote on the Board's proposals. All shareholders are encouraged to attend, and vote at, the AGM or, if they are unable to attend in person, to vote by proxy on any resolutions to be decided at the AGM. All resolutions at a meeting of shareholders are decided by a poll.
 - (b) The date, time and location of the AGM will be provided in the notice of meeting, in the annual report and on the Company'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 2001* (Cth) (**Corporations Act**), and will be available on the Company's website.
 - (d) The Company'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 Company's share registry has been notified otherwise, the annual report will be emailed to all shareholders (to the email address recorded on the Company'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 the Company's half-year and full-year results, the Company 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 senior management.
- (c) **Dividends:** Australian resident shareholders are encouraged to provide the Company's share registry with Australian bank account details to enable the Company to pay dividends by electronic funds transfer, rather than by cheque.
- (d) **Share registry:** Shareholders who wish to amend their details (for example, shareholder address or payment details) or who have questions related to their shareholding should contact the Company's share registry at:

Address Link Market Services Limited
Level 12, 680 George Street, Sydney NSW
2000 Australia

Telephone number 1300 554 474

Email registrars@linkmarketservices.com.au

- (e) **Shareholder enquiries:** The Company is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Link Market Services, also does so.
 - (f) **Shareholder privacy:** The Company 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 Reviews, changes to and publication of this Policy

- (a) The Board will review this Policy from time to time to ensure that it continues to effectively achieve the purpose outlined in section 1 of the Policy.
- (b) The Board may change this Policy from time to time by resolution.
- (c) This Policy will be made available on the Company's website.