



## Shareholder Communications Policy

### 1. Overview

#### 1.1 Purpose

The purpose of this Shareholder Communications Policy (Policy) is to:

- (a) promote effective communications with shareholders of Carbon Energy Limited or (“Company”);
- (b) ensure all information relevant to their shareholding is disseminated to shareholders; and
- (c) encourage effective participation by shareholders at the Company’s General Meetings.

#### 1.2 Scope

This Policy endorses the Australian Securities Exchange’s (ASX) Corporate Governance Council’s Corporate Governance Principles and Recommendations (*ASX Principles & Recommendations*).

#### 1.3 Maintaining Shareholder Communications

The Company respects the rights of its shareholders and to facilitate the effective exercise of those rights the Company is committed to:

- (a) communicating effectively with shareholders through email releases, releasing information on the Company website, information mailed to shareholders and the general meetings of the Company;
- (b) giving shareholders ready access to balanced and understandable information about the Company and corporate proposals;
- (c) making it easy for shareholders to participate in general meetings of the Company;
- (d) making sure this Policy is updated and maintained as required.

The Company also makes available a telephone number and email address for shareholders to make enquiries of the Company and shareholders may sign up for email alerts on the website ([www.carbonenergy.com.au](http://www.carbonenergy.com.au)).

#### 1.4 Methods of Communication

The following methods of communication will be available to shareholders:

- (a) telephone;
- (b) mail;
- (c) email;
- (d) facsimile;
- (e) via the ASX website (<http://www.asx.com.au>)
- (f) via the Company Share Registry; and
- (g) via the Company website (under Contact Us).

Contact details for the Company Share Registry are detailed in paragraph 3.2.



## **2. ASX announcements**

### **2.1 Outline**

The Company makes announcements to the ASX in accordance with the Listing Rules and all announcements made to the ASX are available to shareholders:

- (a) on the Company's website ([www.carbonenergy.com.au](http://www.carbonenergy.com.au));
- (b) under the Company Announcements section of the ASX website; or
- (c) by email notification (when shareholders provide their email address to the Company via the website and elect to be notified of all Company announcements).

## **3. The Company's Share Registry**

### **3.1 General**

For all share related enquiries, shareholders should contact the Company's Share Registry.

### **3.2 Contact Details**

Share Registry: Link Market Services Limited

Address: Level 15, 324 Queen Street, Brisbane Qld 4000

Toll Free: 1300 554 474

Facsimile: +61 2 9287 0303

Email: [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au)

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

## **4. Shareholder Details**

If shareholders wish to amend any of their details on the Company's Share Register, they can amend these via the Share Registry. This can be done electronically.

## **5. Annual General Meetings**

### **5.1 General**

The Company holds its Annual General Meeting in accordance with the requirements of the *Corporations Act*.

### **5.2 Notice of Meeting**

The Notice of Meeting will be distributed to all shareholders prior to the Annual General Meeting pursuant to the timeframe set by the *Corporations Act*.

### **5.3 Proxy Form**

A proxy form allowing shareholders to appoint a proxy in the event they cannot attend the Annual General Meeting will accompany the Notice of Meeting distributed to all shareholders.



#### **5.4 Questions From Shareholders**

At the Annual General Meeting, shareholders can ask questions about or comment on the management of the Company and/or on the conduct of the audit and preparation and content of the auditor's report.

#### **5.5 Chairman's Address**

Any addresses from the Chairman and the CEO will be announced to the ASX prior to the commencement of the Annual General Meeting in accordance with the ASX Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.1).

#### **5.6 Meeting Results**

Results of all Annual General Meetings will be announced to the ASX at the conclusion of the General Meeting in accordance with the Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements.

#### **6. Half-Year & Full-Year Results**

As the Company's Half-Year and Full-Year Results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX Announcements.

#### **7. Annual Report**

All Annual, Quarterly and Half-Year Reports will be made available under the Announcements and Reports section of the Company's website.

#### **8. Corporate Governance**

In accordance with Recommendation 6.1 of the *ASX Corporate Governance Principles & Recommendations*, the Company has a Corporate Governance section on its website. The information available on the website includes governance charters, policies and codes.

#### **9. Media Releases**

Media releases may be released to the market via the ASX in accordance with the Listing Rules.