



Shareholder Communications Policy

This Policy sets out HFA Holdings Limited's approach for communicating effectively with our shareholders.

Approved by the Board of Directors 7 July 2016

1 Shareholder Communications policy

HFA Holdings Limited ('HFA') is a public company listed on the Australian Securities Exchange (ASX), and supports governance practices designed to promote effective engagement with its shareholders

HFA is committed to providing shareholders with balanced and understandable information about our business and performance. HFA recognises that potential shareholders and other interested stakeholders may wish to obtain information about the Company from time to time.

This policy should be read in conjunction with the Company's other policies available on the website at www.hfaholdings.com.au. Particular reference should be made to the **Continuous Disclosure Policy** which outlines specific procedures concerning the disclosure of material price sensitive information to the market.

2 Communication principles

HFA supports open communications with shareholders. Through frank communication HFA provides shareholders with access to information to make informed assessments of HFA's performance and future prospects.

HFA provides shareholders with equal and timely access to price sensitive information, adopts practices to prevent selective disclosure of materially price sensitive information and treats all shareholders on an equal and fair basis.

3 Communication with investors

3.1 ASX announcements

HFA makes announcements to the ASX in accordance with ASX Listing Rules.

All announcements to the ASX are then made available to shareholders on the HFA website as soon as practical following confirmation of release of the announcement by the ASX.

3.2 Financial results and results briefings

HFA publicly reports financial results twice a year, in accordance with the Corporations Act and ASX Listing Rules:

- Interim financial results for the first 6 months of the financial year are reported in February; and
- Final financial results for the full financial year are reported in August.

When reporting results, HFA releases to the ASX:

- financial report for the relevant period; and
- a presentation about the results.

The material is subsequently made available on the HFA website.

Following the reporting of the financial results to the ASX, HFA holds an investor and analyst briefing. This presentation is generally delivered by the Chief Executive Officer and Chief Financial Officer, and includes a question and answer session following the formal presentation. The investor and analyst briefing is typically supported by an investor roadshow, including one-on-one meetings and group meetings with key investors and analysts. Meetings may be conducted in person, via videoconference or by teleconference. Discussions in these meetings are restricted to information previously disclosed to the market.

3.3 Investor and analyst briefings

From time to time, HFA may hold investor and analyst briefings to discuss various aspects of HFA's operations. This may include formal presentations made by HFA management at investment conferences. All materials used in these briefings are released to the ASX prior to the briefing and then made available on the HFA website.

HFA does not participate in any internet chat rooms in relation to its performance.

3.4 Annual General Meeting

The HFA Annual General Meeting ('AGM') is typically held in late October or early November each year.

The time, date and location of the HFA AGM is available to shareholders in the Notice of Meeting and from the HFA website. The AGM pack is lodged with the ASX and sent by mail to all shareholders, in accordance with the timeframes set out in the Corporations Act. The AGM pack, which is also made available on the HFA website, contains:

- the notice of meeting, including the explanatory memorandum;
- a proxy voting form; and
- a hard copy of the annual report if the shareholder has elected to receive it in this format.

The notice of meeting is drafted to state and explain the nature of the business of the meeting, including providing guidance on Board recommendations on the resolutions to be decided by shareholders at the meeting.

Shareholders are encouraged to attend the AGM, or if they are unable to do so, they are encouraged to utilise the proxy form or to utilise the share registry's on-line proxy voting facility to vote on the resolutions to be decided at the meeting.

At the AGM, shareholders have the opportunity to ask questions about or make comments on HFA's operations and performance. Shareholders may also direct questions and comments to HFA's external auditor on the conduct of their audit of HFA's annual financial report, the preparation and content of the auditor's report, the accounting policies adopted by HFA and the auditor's independence.

Shareholders may also submit questions prior to the AGM, and where appropriate, the Chairman will address them at the AGM. Shareholders may also submit written questions to HFA's external auditor in relation to the conduct of their audit of HFA's annual financial report and the content of the auditor's report.

The Chairman and the Chief Executive Officer will address the AGM, and these addresses are released to the ASX prior to commencement of the AGM.

Following the AGM, the results of voting on any resolutions are released to the ASX and are also made available on the HFA website.

3.5 Financial Reports

HFA views the Annual Report as the key communication channel for all shareholders. The Annual Report is lodged with the ASX and sent to shareholders prior to the AGM.

HFA encourages shareholders to receive an electronic version of the Annual Report, as this is the most efficient and cost effective way to provide the Annual Report to shareholders. However, shareholders who do not elect to receive an electronic version of the Annual Report will be mailed a printed copy.

The Annual Report and Interim Financial Report for the current and prior years are available from the HFA website.

3.6 Website

HFA endeavours to keep its website up to date, complete and accurate.

The website contains information about the Company, including:

- Corporate profile
- ASX announcements
- Share price information
- Key Corporate Governance policies and documents
- Financial information about the Company, including financial reports
- Information about the AGM
- Contact information

The Company will place on its website all ASX announcements made by the Company and relevant news releases and any other information that is an official market release of material information as soon as reasonably practicable after such information is released to the ASX.

Relevant news releases, financial announcements, financial data and market presentations for the preceding three years are also available on the Company's website.

4 Review of this Policy

This Policy is subject to regular review by the Board and will be amended (as appropriate) to reflect current best practice in communications with shareholders.