

Shareholder Communications Policy

Acrow Formwork and Construction Services Limited
ACN 124 893 465

1 INTRODUCTION

- 1.1 The Board of Acrow Formwork and Construction Services Limited (**Company**) recognises the value of providing current and relevant information to its shareholders. The Board aims to provide shareholders with sufficient information to assess the Company's performance and to inform them of the major developments affecting the Company's affairs.
- 1.2 The Chairman and the Company Secretary of the Company have the primary responsibility of communicating with shareholders.
- 1.3 Information is communicated to shareholders through:
 - (a) continuous disclosure of all relevant financial and other information to the Australian Securities Exchange (**ASX**);
 - (b) publishing information on the Company's website at www.acrow.com.au (**Company Website**);
 - (c) periodic disclosure through the Annual Report and half year financial report;
 - (d) notice of meetings and explanatory material; and
 - (e) the Annual General Meeting (**AGM**) and other general meetings.
- 1.4 The Company is committed to the promotion of investor confidence by ensuring that trading in the Company's securities take place in an efficient, competitive and informed market.

2 ELECTRONIC COMMUNICATION

- 2.1 The Company believes that communicating with its shareholders by electronic means, is an efficient way of distributing information in a timely and convenient manner. The Company's website and its ASX website contain a comprehensive overview of the Company's profile and business. In particular, its 'Investors' section on the Company Website is kept up to date to maintain effective communication with shareholders and other stakeholders.
- 2.2 The following company and governance information is available on either or both of the Company Website or the ASX website:
 - (a) ASX announcements – current and historical;
 - (b) reports and presentations;
 - (c) financial reports, annual reports and notice of meeting(s);
 - (d) share price information – current and historical;



- (e) press releases;
- (f) corporate governance charters and policies;
- (g) Board and management profiles; and
- (h) share registry contact details.

2.3 The Company Website will be updated with material released to the ASX as soon as practicable after confirmation of release by the ASX.

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

3 WRITTEN COMMUNICATION AND ANNUAL REPORT

3.1 Shareholders have been given the opportunity to elect and receive a printed copy of the Annual Report from the Company. In addition, the Company publishes its Annual Report on the Company Website and the ASX website.

4 ANNUAL GENERAL MEETING

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

- (a) notice of meeting(s) are distributed to shareholders in accordance with the provisions of the *Corporations Act 2001* (Cth);
- (b) notice of meeting(s) 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 after the AGM;
- (d) shareholders are encouraged to participate in voting and also meeting the Board and other members of the management team in person after the meeting;
- (e) if shareholders are unable to attend a meeting, they are encouraged to vote on the proposed motions by appointing a proxy via the proxy form accompanying a notice of meeting, or online through the share registry's website;
- (f) it is general practice for a presentation on the Company's activities and investments to be made to shareholders at each AGM;
- (g) it is both the Company's policy and the policy of the Company's auditor (as well as a requirement pursuant to s 250RA of the *Corporations Act 2001* (Cth)) for the auditor to be present at the AGM, and to answer any questions regarding the conduct of the audit and preparation and content of the auditor's report; and
- (h) the Company will publish the results of the AGM to both the Company Website and the ASX website.

