



# Communications Policy

Last updated 15 June 2016

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## 1 Overview

DomaCom Limited and its related entities (**DomaCom**) is committed to providing all stakeholders with accessible, accurate and timely information on corporate matters and the activities and performance of DomaCom. To achieve this, DomaCom regularly communicates information to stakeholders through a range of methods, forums and publications.

This document sets out DomaCom's policy for communicating with external stakeholders and other persons that wish to obtain information about DomaCom from time to time.

This policy is to be read in conjunction with DomaCom's Continuous Disclosure Policy (which is available on DomaCom's website).

## 2 Methods of communication

DomaCom regularly communicates with investors and their advisers, including through the following means:

- (a) annual reporting;
- (b) half year reporting;
- (c) announcements and information on DomaCom's website (see below);
- (d) announcements on the company announcements platform of the Australian Securities Exchange (**ASX**);
- (e) investor and advisor email updates;
- (f) annual general meetings (**AGMs**);
- (g) presentations; and
- (h) additional material posted in the mail from time to time.

## 3 Information available on the DomaCom website

One of DomaCom's key communication tools is its website. DomaCom endeavours to ensure its website is complete, up-to-date and accurate.

The following information is made available on the DomaCom website:

- (a) annual and half year reports;
- (b) continuous disclosure notices and ASX announcements;
- (c) media releases;
- (d) notices of meetings;
- (e) webcasts;
- (f) current disclosure documents;

- (g) investor presentations;
- (h) distribution announcements;
- (i) investor updates;
- (j) DomaCom's constitution;
- (k) corporate governance policies; and
- (l) Board and committee charters.

DomaCom endeavours to maintain best practice in investor and stakeholder communications and posts relevant information to the DomaCom website as soon as practicable.

## **4 Meetings of investors**

DomaCom convenes an AGM each year in accordance with the *Corporations Act 2001* (Cth) (***Corporations Act***).

The chair of the meeting, usually the Chair of the Board, is responsible for the conduct of the meeting. In the ordinary course, the Chair will make a presentation before attending to voting on resolutions and the general business. The Chair will ensure that a reasonable opportunity is presented to all shareholders to ask questions relating to the operations of DomaCom and the resolutions being voted on at the AGM.

Investors are encouraged to attend all AGMs (and any other general meetings that may be convened from time to time) to vote or if unable to attend, appoint a proxy to vote on their behalf. DomaCom will consider using technology to facilitate participation of investors at the AGM or any other meetings of investors.

DomaCom will aim to facilitate investors who are unable to attend AGMs the opportunity to provide questions and comments ahead of the meeting. Where appropriate, these questions are answered at the AGM, either by being read out and responded to at the meeting or by providing a transcript of the question and a written answer at the AGM.

## **5 DomaCom - communications to investors and the market**

Please see DomaCom's Continuous Disclosure Policy.

## **6 General media releases and public comment**

All information to be communicated to the media, whether written or oral, must first be approved by the Chief Executive Officer (or their delegate).

In the case of a document prepared for release to the media, all information contained in that document must be authorised by the Chief Executive Officer.

Where the Chief Executive Officer is absent or unavailable, approval may be given by the Chair of the Board.

If an announcement is required to be given to ASX, it must not be given to the media before confirmation of the announcement's release to the market by ASX. This includes giving information to the media on an embargoed basis. Please see DomaCom's Continuous Disclosure Policy for further information.

## **7 Responsibilities for releases**

- (a) The Chief Executive Officer is responsible for the following:
  - (i) preparation of media releases relating to DomaCom;
  - (ii) ensuring the information in media releases is accurate and undergoes appropriate due diligence; and
  - (iii) maintaining a register of all media releases and arranging for the releases to be made available on the DomaCom website.
- (b) The Chief Executive Officer may delegate some or all of these responsibilities.

## **8 Public speeches or addresses**

The content of all speeches and addresses relating to DomaCom's strategy and operations must be approved by the Chief Executive Officer or his or her delegate before they are given.

## **9 Comment solicited by media**

All media enquiries, including requests for interviews, must be referred to the Chief Executive Officer, before responding to such enquiries or requests (and before agreeing to an interview).

The Chief Executive Officer may elect to deal with the enquiry personally or refer it to the appropriate spokesperson.

## **10 Authorised spokespersons**

DomaCom limits the number of persons authorised to speak on its behalf. This is to minimise the risk of inconsistent communications and, in the case of information that is required to be disclosed to ASX, to reduce the risk of inadvertent disclosure to third parties before the information is given to ASX.

All authorised spokespersons must be familiar with DomaCom's Continuous Disclosure Policy.

A list of authorised spokespersons representatives is available on request.

## **11 Adoption of policy**

This policy was adopted by the Board on 15 June 2016.