



Shareholder Communication Policy for Manhattan Corporation Limited (the Company)

This policy supports Manhattan's statement of values and operates in conjunction with the law.

1 Purpose

- (a) Manhattan Corporation Limited and its subsidiaries (collectively, **Manhattan**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting Manhattan.
- (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 Manhattan's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.

2 Methods of communication

Information is provided to shareholders and other stakeholders through, but is not limited to:

- (a) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
- (b) the "investor centre" section of Manhattan's website (manhattcorp.com.au);
- (c) Manhattan's annual and half-yearly reports; and
- (d) the annual general meeting (**AGM**).

Manhattan encourages shareholders to receive company information electronically by registering their email address online with Manhattan's share registry.

3 ASX releases

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

4 Manhattan's website

- (a) The "investor centre" section of Manhattan's website is the primary medium of providing information to shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.
- (b) The "investor centre" section of Manhattan's website will contain information relevant to shareholders and stakeholders including statements lodged with the ASX by Manhattan (including all financial results and annual reports), board of directors

of Manhattan (**Board**) and Board committee charters and corporate governance policies, press releases and other material relevant to Manhattan shareholders.

- (c) Investors seeking to directly contact Manhattan should inquire through the “contact us” section of Manhattan’s website.

5 Annual General Meeting

- (a) The (**AGM**) provides an important opportunity for Manhattan to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders will have a reasonable opportunity to express their views to the Board and management and to vote on the Board’s proposals. All shareholders are encouraged to attend the AGM.
- (b) The date, time and location of the AGM will be provided in the notice of meeting and on Manhattan’s website.
- (c) Where practicable, Manhattan will consider the use of technological solutions for encouraging shareholder participation at meetings (which may include, for example, live webcasting of meetings, holding meetings across multiple venues by live telecommunications and hybrid meetings).
- (d) 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 and will be available on Manhattan’s website.
- (e) Manhattan’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.

6 General

- (a) **Annual report:** Unless the share registry has been notified otherwise, the annual report will be emailed to all shareholders (to the email address recorded on Manhattan’s share register) prior to the AGM and 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 Manhattan’s half-year and full-year results, Manhattan 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 management.
- (c) **Quarterly reports:** Manhattan reports quarterly (for quarters ending 30 September, 31 December, 31 March and 30 June) through the release of an activities and cashflow report and associated presentation to the ASX and the Company’s website.
- (d) **Dividends:** Australian resident shareholders are encouraged to provide Manhattan’s share registry with bank account details to enable Manhattan to pay dividends by electronic funds transfer, rather than by cheque.

- (e) **Share registry:** Shareholders with any questions related to their shareholding should contact Manhattan's share registry Computershare Investor Services Pty Ltd (**Computershare**) at:

Address	Computershare Investor Services Pty Limited GPO Box 2975 Melbourne, Victoria 3001 Australia
Website	www.computershare.com/au/Pages/contact-us.aspx
Telephone number	1 300 850 505

- (f) **Shareholder enquiries:** Manhattan is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Computershare also does so.
- (g) **Shareholders' meetings:** Manhattan will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.
- (h) **Shareholder privacy:** Manhattan 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. A copy of Manhattan's privacy policy is available under the "Corporate" section of Manhattan's website (manhattcorp.com.au);

7 Review and changes to this policy

- (a) The Committee will review this policy periodically or as often as it considers necessary to check it is operating effectively and consider whether changes are required.
- (b) The Board may change this policy from time to time by resolution.

Policy History

Date	Change Reason
June 2020	1 st Revision
July 2015	Policy adopted by the Board