

## Shareholder Communications Policy

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### Introduction

1. The Company recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all material information concerning the Company.
2. The purpose of this Policy is to promote effective communication with shareholders and other stakeholders by:
  - ensuring that all shareholders have equal and timely access to material information concerning the Company through a series of regular disclosure events during the financial year;
  - designing and implementing an investor relations program; and
  - encouraging effective shareholder participation at general meetings of the Company.
3. This Policy supplements the Company's Continuous Disclosure Policy.
4. The purpose of the Continuous Disclosure Policy is to assist the Company to comply with its continuous disclosure obligations under the Papua New Guinea Securities Act, the Australian Corporations Act, the Port Moresby Stock Exchange (POMSoX) Listing Rules and the Australian Securities Exchange (ASX) Listing Rules. The Continuous Disclosure Policy sets out the Company's processes for identifying information that may have a material effect on the price or value of the Company's securities and disclosing that information to the market.

### Disclosure Events

#### *Methods of communication*

5. Information is provided to shareholders and other stakeholders through:
  - releases to POMSoX and ASX in accordance with the Company's continuous disclosure obligations;
  - the Company's website;
  - the Company's annual and half-yearly results announcements;
  - the Company's annual report; and
  - the general meetings of the shareholders of the Company.

#### *POMSoX and ASX releases*

6. The Company makes announcements to POMSoX and ASX in accordance with the Papua New Guinea Securities Act, the Australian Corporations Act, the POMSoX Listing Rules, the ASX Listing Rules and the policies and procedures set out in the Company's Continuous Disclosure Policy.
7. All announcements made to POMSoX and ASX are available to shareholders on the Company's website.

#### *Company's website*

8. The Company's website is the primary medium for providing information to all shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.

9. The Company's website includes, among other things:
- statements lodged with POMSoX and ASX;
  - annual and half-yearly results announcements;
  - notices of general meetings (including the Annual General Meeting);
  - the annual report for the Company;
  - the Chairman and CEO's addresses to the Annual General Meeting;
  - notices of significant group briefings (if any);
  - other presentations and briefings given to analysts;
  - share price information and dividend history;
  - information concerning any current dividend reinvestment plan and any share purchase plan; and
  - general information on the Company and its activities.
10. The corporate governance section of the Company's website includes information about the Company's directors, the Company's Constitution, Board and Committee charters and other policies that are likely to be of interest to shareholders and other stakeholders.

*Company's annual and half-yearly results announcements*

11. The Company announces its financial results twice a year through announcements to POMSoX and ASX and briefings to media and market analysts. Results announcements provide a summary of the Company's overall performance for the period, including profit, operating revenue, earnings per share and details of investor dividends.

*Annual Report*

12. The Company's full annual report is released to POMSoX and ASX and made available on the Company's website. The annual report contains key financial, operating and corporate information about the Company in a concise format.
13. The annual report is emailed or mailed to all shareholders (to the email or mailing address recorded on the Company's share register).

**Investor Relations Program**

14. The Company has an investor relations program which includes a number of scheduled and ad hoc interactions with institutional investors, private investors, sell-side and buy-side analysts and the financial media.
15. At a minimum, so as to ensure that shareholders and other stakeholders have a full understanding of the Company's performance and strategies, the Company will convene analyst briefings twice a year on the financial performance and objectives of the Company.
16. These updates provide an opportunity for analysts to speak directly with senior management and ask questions. These briefings are governed by strict protocols that ensure comments are restricted to information previously disclosed to the market or information which is not price sensitive.
17. Supporting information, such as management presentations are made available on the Company's website.

### **General Meetings**

18. General meetings are an important forum for two-way communication between the Company and its shareholders. They provide an opportunity for informed shareholder participation.
19. Shareholders are encouraged to attend or, if they are unable to attend, to vote on the resolutions proposed by appointing a proxy or using any other means included in the notice of general meeting.

#### *Annual General Meeting*

20. The Company holds its Annual General Meeting (AGM) in April or May. The date, time and location of the AGM are provided in the Notice of Meeting sent to all shareholders. The Company seeks to ensure that the form, content and delivery of notices of general meetings comply with the Company's constitution, the Papua New Guinea Companies Act, the Australian Corporations Act, the POMSoX Listing Rules and the ASX Listing Rules.
21. At the meeting, shareholders will have the opportunity to hear directly from the Board and the CEO on the Company's performance and objectives, ask questions on important issues, and vote on Board proposals.
22. Kina welcomes and encourages shareholder participation at the AGM, in person, by proxy or other legally appointed representative, or any other means that may be adopted by the Board. Shareholders who are unable to attend the AGM are given the opportunity to submit questions and comments ahead of the meeting.

#### *External auditor to attend Annual General Meeting*

23. The Company's external auditor will attend the Annual General Meeting and be available to answer questions about the conduct of the audit and the preparation and content of the auditor's report.

### **Use of Electronic Communication and Other Technology**

24. The Company encourages shareholders to receive Company information electronically by registering their email address online with the Company's share registry. The Company also provides shareholders with the option to send communications to the Company electronically.
25. Other methods of communication are also available to shareholders and other stakeholders, including telephone, mail and facsimile.
26. The Company may consider the use of other reliable technologies as they become widely available.

**Approved by the Board: 18 October 2016**

