



Inabox Group Limited

Communication Policy



CONTENTS

1	Introduction	3
2	IAB Group Website	3
3	Reporting to shareholders	4
4	Meetings of shareholders	4
5	General Queries of Shareholders	4
6	Privacy.....	4
7	Further information	4
8	Date of adoption	4

1 INTRODUCTION

This is the IAB Group's communications policy (**Communications Policy** or **Policy**).

- (a) A reference in this Policy to:
 - (i) **Board** means the board of directors of IAB;
 - (ii) **IAB** means Inabox Group Limited; and
 - (iii) **IAB Group** means IAB and any subsidiaries of IAB from time to time. The ASX Corporate Governance Council's Corporate Governance Principles and Recommendations provides that listed entities should promote effective communication with shareholders and encourage their participation at general meetings. This means that the listed entity should:
 - (iv) have procedures in place for communicating with its shareholders;
- (b) give them access to balanced and understandable information about the listed entity; and
- (c) make it easy for them to participate in general meetings.

This policy sets out IAB's policy and practices in respect of communicating with IAB shareholders.

- (e) IAB strives to ensure that:
 - (i) shareholders' rights are respected and that it facilitates the effective exercise of those rights;
 - (ii) all shareholders and other interested stakeholders have access to balanced, clear and timely information concerning the operations of the IAB Group; and
 - (iii) consistent with its Code of Conduct, IAB continues to deal fairly, transparently and openly with both current and prospective shareholders.

This policy is to be read in conjunction with the IAB Group Continuous Disclosure Policy and the IAB Group Code of Conduct (both of which are available on IAB's website – see below).

2 IAB GROUP WEBSITE

- (f) IAB maintains a website (www.inaboxgroup.com.au) which constitutes a significant component of the IAB Group's communication strategy.
- (g) The website provides information specific to IAB.
- (h) IAB ensures that its website is continually updated and contains recent announcements, webcasts, presentations, disclosure documents, market information and answers to frequently asked questions. Other important information contained on the IAB website includes:
 - (i) all continuous disclosure announcements by IAB to the ASX;
 - (ii) IAB's corporate governance policies;
 - (iii) profiles of senior management personnel and the directors of IAB;
 - (iv) an archive of relevant news releases; and
 - (v) other relevant corporate information.

3 REPORTING TO SHAREHOLDERS

- (a) Shareholders are entitled to receive an annual report from IAB. Each report contains the statutory financial information and directors' and auditors' reports, and also contains information to keep shareholders informed of the entity's performance and operations.
- (b) Timely and transparent financial reporting are key elements of the disclosure requirements for reporting entities such as IAB. IAB is committed to complying with all applicable laws in respect of its reporting to shareholders and continues to strive to report in a manner that is easy to understand.

4 MEETINGS OF SHAREHOLDERS

- (a) IAB convenes an Annual General Meeting (**AGM**) each year. The AGM is ordinarily held in Sydney in November.
- (b) Shareholders in IAB will receive a notice of meeting together with an explanatory memorandum, which IAB strives to ensure is presented in a clear, concise and effective manner that accurately explains the nature of business to be discussed at the meeting.
- (c) IAB will post a copy of each recent notice of meeting and any accompanying information memorandum on its website when released, as well as to the ASX through its company announcements platform.
- (d) In the ordinary course, the Chairman and Managing Director will make presentations separately before attending to voting on resolutions and the general business. The chair of the meeting, usually the Chairman, is responsible for the conduct of the meeting. The Chairman of IAB will ensure that a reasonable opportunity is presented to all shareholders to ask questions relating to the operations of the IAB Group and the resolutions being voted on at the AGM.
- (e) Shareholders are encouraged to attend all AGMs (and any other general meetings that may be convened from time to time) or if unable to attend, to vote appoint a proxy to vote on their behalf.
- (f) IAB's auditor attends its AGM and is available to answer any questions regarding the conduct of and any issues arising from IAB's audit.

5 GENERAL QUERIES OF SHAREHOLDERS

- (a) IAB is committed to handling and responding to shareholder enquiries promptly and courteously.

6 PRIVACY

- (a) IAB recognises that privacy is important and will not disclose personal information of shareholders unless required by law. IAB's privacy policy is able to be viewed on its website.

7 FURTHER INFORMATION

- (a) If you require any further information or assistance, or are uncertain about the application of this Communications Policy, please contact the Company Secretary using the details provided on IAB's website.

8 DATE OF ADOPTION

This Communications Policy was adopted by the board of directors of IAB on 10 May 2013.