

## **Communications**

### **POLICY:**

Petsec Energy (Ltd) (**Petsec** or **Company**) is committed to ensuring that all shareholders, potential investors and other stakeholders are provided with relevant, timely and accurate information.

This Communications Policy complements Petsec Energy's Continuous Disclosure Policy. Both policies are aimed at ensuring impartial access to Company information for all stakeholders, including shareholders. Information can only be disclosed to stakeholders/shareholders if it has previously been released to the ASX.

The objective of this policy is to outline Petsec's main means of communication with its stakeholders/shareholders. Included in this policy are the Company website, Annual General Meeting (AGM), Annual Report and annual Investor Relations Plan.

### **CONTINUOUS DISCLOSURE REGIME:**

- a) The ASX Listing Rules require immediate disclosure to ASX of any information concerning the Company that a reasonable person would expect to have a material effect on the price of the Company's securities. There are limited exceptions to this disclosure requirement.
- b) The Company has in place a detailed Continuous Disclosure Policy, posted on the website, which explains in more detail the requirements of Listing Rule 3.1, the type of information that must be disclosed, and Board and executives responsibilities. The Board determines what material information is and through the Company Secretary, is responsible for reporting to the ASX.

### **AUTHORISED PERSONNEL:**

The Executive Chairman, Managing Director of ("MD"), Company Secretary ("CoSec") and Head of Investor Relations have the primary responsibility for communications with the media and major shareholders. The Executive Chairman, MD and Head of Investor Relations have overall responsibility for communication with analysts, stockbrokers and the media. The CoSec has overall responsibility for communication with shareholders, the ASX and other regulatory bodies.

### **PROCEDURES:**

#### **1. EFFECTIVE COMMUNICATION AND WEBSITE**

After receiving confirmation from the ASX that an announcement has been released to the market, the CoSec will promptly send copies to the Board and post the announcement on the Petsec website. Subsequently, the CoSec will co-ordinate the broadcasting of the information via email to major stakeholders and parties that have requested to be entered into the Company's email distribution list.

Shareholders are also able to receive communications from, and send communications to, the Company and its share registry electronically.

The Company's website contains relevant information on Petsec such as:

- Corporate profile and contact details;
- Corporate governance statement and accompanying charters and policies;
- Company Directors and management team;
- ASX announcements;
- Annual Reports; Half-year Reports and Quarterly Reports;
- Presentations;
- Background information on exploration properties and development projects; and
- Stockbroking analysts; research;

The CoSec has the overall responsibility of managing the Company's website. The CoSec will ensure that the "announcements" section of the website is regularly reviewed for completeness and accuracy and contains information which is current.

## **2. ANNUAL GENERAL MEETING**

The Company encourages full participation of shareholders at the AGM. At each AGM, shareholders are able, through the Chairman, to ask general questions to directors and senior management. All substantive resolutions at general meetings are decided by a poll rather than a show of hands.

Petsec also ensures that its external auditors attend the AGM and will be available to answer questions about the conduct of the audit and the preparation of the content of the Auditors Report.

Petsec understands that not all shareholders will be able to attend the AGM. The Notice of Meeting and accompanying information relating to the meeting will be made available on the Company website. All presentations conducted at the AGM will also be made available on the Company website, following confirmation of receipt by the ASX.

The CoSec has the overall responsibility of co-ordinating the organisation of the AGM each year.

## **3. ANNUAL REPORT**

The annual report is the major written communication from the Company to shareholders, each year. The annual report details the Company's activities, operations and performance over the past financial year.

Shareholders wishing to receive a hard copy of the annual report will need to notify the share registry (see Share Registry section below). Alternatively, the annual report will be made available on the Company website within the timeframe set by the Corporations Act.

The CoSec has the overall responsibility of co-ordinating the production and distribution of the annual report.

#### **4. ANNUAL INVESTOR RELATIONS PLAN**

The CoSec or Head of Investor Relations has the overall responsibility to produce an annual Investor Relations Plan (IR Plan) every year in January which is subject to review by the Board.

The IR Plan outlines all the investor relations activities that will be undertaken by the Company throughout the year. These include but are not limited to, proposed timing of release of the quarterly report, half-yearly and annual reports, teleconferences, participation at conferences and roadshows.

The IR Plan is an internal document so it is not posted on the Company's website, however at least a fortnight before a scheduled event, an announcement is released to the ASX, posted on the Company's website and is also sent out via the webcast facility to notify shareholders and other interested parties.

#### **METHODS OF COMMUNICATION:**

The Company's contact details are available on the website – [www.petsec.com.au](http://www.petsec.com.au).

#### **SHARE REGISTRY**

For all share related enquiries, shareholders should contact Petsec's share registry:

#### **Boardroom Pty Limited**

Office: Level 12, Grosvenor Place

225 George Street

Sydney NSW 2000

Postal: GPO Box 3993, Sydney NSW 2001

Telephone: 1300 737 760 International: +61 2 9290 9600

Facsimile: 1300 653 459 International +61 2 9279 0664

Email: [enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)

#### **BREACH OF POLICY:**

Non-compliance with this policy may constitute a breach of the Corporations Act and/or the Listing Rules. This may result in fines for Petsec, personal liabilities for Directors and other officers, and damage to the Company's reputation.

Breaches of this Policy by an employee may result in disciplinary action against the employee including dismissal in serious cases.