

# Shareholder Communications Policy

**Adopted: 3 February 2014**

**Indoor Skydive Australia Group Limited**

ACN 154 103 607



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## 1. INTRODUCTION

- 1.1 Indoor Skydive Australia Group Limited (**ISA Group** or the **Company**) is a public company listed on the ASX that supports governance practices that are designed to promote effective engagement with its shareholders, both retail and institutional.
- 1.2 ISA Group is committed to providing shareholders with balanced and understandable information about our business and performance. The Board recognises the special responsibilities of Directors on behalf of our shareholders.
- 1.3 This policy sets out ISA Group's approach to communicate effectively with our shareholders and encourage participation at general meetings.
- 1.4 This policy should be read together with the ISA Group Continuous Disclosure Policy which sets out how ISA Group complies with its continuous disclosure obligations under the ASX Listing Rules and the Corporations Act.

## 2. COMMUNICATION PRINCIPLES

- 2.1 ISA Group supports open communication with investors. Through frank communication ISA Group provides investors with access to information to make informed assessments of ISA Group's performance and future prospects.
- 2.2 As far as practical, ISA Group uses clear and concise language in communicating with shareholders.
- 2.3 ISA Group provides investors with equal and timely access to price sensitive information, and adopts practices, as outlined in the ISA Group Continuous Disclosure Policy, to prevent selective disclosure of materially price sensitive information and that treat all investors on an equal and fair basis.
- 2.4 ISA Group supports the use of electronic and other means of communicating with investors including:
  - (a) website ([www.indoorskydiveaustralia.com.au](http://www.indoorskydiveaustralia.com.au));
  - (b) email;
  - (c) webcast and conference calls;
  - (d) telephone;
  - (e) presentations, briefings and investor meetings (including site visits);
  - (f) mail;
  - (g) facsimile.

## 3. ASX ANNOUNCEMENTS

- 3.1 ISA Group makes announcements to the ASX in accordance with the ASX Listing Rules.
- 3.2 All announcements to the ASX are made available to investors from the ISA Group website as soon as practical following confirmation of release of the announcement by the ASX.

#### **4. FINANCIAL RESULTS & RESULTS BRIEFINGS**

4.1 ISA Group publicly reports financial results twice a year, in accordance with the Corporations Act and the ASX Listing Rules. Financial results for the first half (for the six months ending 31 December) are reported in February, while the full year results (for the 12 months ending 30 June) are reported in August.

4.2 On these occasions, ISA Group may release to the ASX:

- (a) the relevant financial report for the period;
- (b) a media release; and
- (c) an investor/analyst presentation.

This material will be subsequently made available from the ISA Group website.

4.3 Following the release of the financial results to the ASX, ISA Group may hold an investor and analyst briefing. This presentation is generally delivered by the Managing Director & CEO and Chief Financial Officer, and includes a question and answer session following the formal presentation.

The investor and analyst briefing is typically supported by an investor roadshow, including one-on-one and group meetings with key investors and analysts. Discussions in these meetings are restricted to information previously disclosed to the market.

#### **5. INVESTOR AND ANALYST BRIEFINGS**

5.1 From time to time, ISA Group may hold investor and analyst briefings to discuss various aspects of the company's operations. This may include formal presentations made by ISA Group management at industry or investment conferences. All materials used in these briefings are released to the ASX prior to the briefing and then made available from the ISA Group website. Full details of the ISA Group policy with respect to investor and analyst briefings can be found in the ISA Group Continuous Disclosure Policy. For internal use, a summary record of the issues discussed at group or one-on-one briefings with investors and analysts is maintained. The record generally also includes details of those present (names or numbers where appropriate), and the time and place of the meeting.

5.2 ISA Group believes it is not necessary to impose strict blackout periods in relation to briefing investors and analysts on the basis that ISA Group must not disclose price sensitive information to investors and analysts at any time, unless that information has been first lodged with the ASX and released to the market.

#### **6. ANNUAL GENERAL MEETING**

6.1 The ISA Group Annual General Meeting (AGM) is typically held in November each year.

6.2 The time, date and location of the ISA Group AGM is available to shareholders in the Notice of Meeting and from the ISA Group website. The AGM pack is lodged with the ASX and sent by mail to all shareholders, in accordance with the timeframes set out in the Corporations Act. The AGM pack contains:

- (a) the notice of meeting, including the explanatory memorandum;
- (b) proxy form; and

- (c) a hard copy of the Annual Report, if the shareholder has elected to receive it in this format.

These documents are available from the ISA Group website in the same manner as other ASX Announcements.

- 6.3 The notice of meeting is drafted to clearly state and explain the nature of the business of the meeting and consideration is given to guidelines issued by bodies including the ASX Corporate Governance Council and Chartered Secretaries Australia. The notice of meeting gives clear guidance on Board recommendations on resolutions, where appropriate.
- 6.4 Shareholders are encouraged to attend the AGM or, if they are unable to do so, they are encouraged to utilise the proxy form to vote on any resolutions to be decided at the meeting.
- 6.5 At the AGM, shareholders have the opportunity to ask questions about, or make comments on, ISA Group's operations and performance. Shareholders may also direct questions and comments to ISA Group's external auditor on the conduct of their audit of ISA Group's annual financial report, the preparation and content of the auditor's report, the accounting policies adopted by ISA Group and the auditor's independence.
- 6.6 Shareholders are also able to submit questions prior to the AGM. Subject to the other business being conducted at the AGM the Chairman will formally respond to shareholder issues that are raised prior to the AGM.
- 6.7 In accordance with the Corporations Act, shareholders may also submit written questions to ISA Group's external auditor in relation to the conduct of their audit of ISA Group's annual financial report and the content of the auditor's report.
- 6.8 The Chairman's address and the Managing Director & CEO's address to the AGM (if any) are released to the ASX prior to the AGM, and are available to shareholders from the ISA Group website.
- 6.9 Following the AGM, the results of voting on any resolutions are released to the ASX and are also available from the ISA Group website.

## **7. ANNUAL REPORT**

- 7.1 ISA Group views the Annual Report as a key communication channel for all shareholders. The Annual Report is lodged with the ASX and sent to shareholders in October each year, prior to the AGM. The timing of the publication of the Annual Report is in accordance with the timeframes set by the Corporations Act.
- 7.2 ISA Group encourages the use of electronic versions of the Annual Report, which can be accessed from the ISA Group website. ISA Group will also continue to produce a printed copy of the Annual Report, as required by the Corporations Act.
- 7.3 Shareholders can elect to either not receive the Annual Report, or receive it electronically (rather than in hard copy), by contacting the ISA Group Share Registry.
- 7.4 The full Financial Report and Annual Report for the current year, and for previous years, are available from the ISA Group website. Alternatively, shareholders can receive a copy of the current year's Annual Report by contacting the ISA Group Share Registry.

## **8. ONE-ON-ONE MEETINGS**

ISA Group's policy for one-on-one meetings with investors and analysts is detailed in the ISA Group Continuous Disclosure Policy.

## **9. CONFERENCE CALLS**

Shareholder and investor conference calls (if any) are handled in a similar manner to investor and analyst briefings. The content of any calls is restricted to information that has previously been released to the ASX. Further details can be found in the ISA Group Continuous Disclosure Policy.

## **10. COMMENTING ON ANALYST REPORTS AND FORECASTS**

ISA Group's policy for commenting on analyst reports and forecasts is detailed in the ISA Group Continuous Disclosure Policy.

## **11. DIVIDENDS**

- 11.1 Statements for any declared dividend will be mailed to shareholders on the business day prior to the date the dividend is paid.
- 11.2 Shareholders can obtain historical information regarding dividend payments from the ISA Group website. This information includes the amount of the dividend paid and the record date.
- 11.3 Shareholders seeking specific information regarding dividend payments, or method of payment, should contact the ISA Group Share Registry.

## **12. CHAT ROOMS**

ISA Group does not participate in internet chat rooms in relation to its performance.

## **13. MEDIA RELEASES**

ISA Group issues a number of media releases, covering a wide range of issues. As appropriate, the media releases will be lodged with the ASX. Media releases for the current year, and recent years (3 years), are available from the ISA Group website.

## **14. SHAREHOLDER / INVESTOR ENQUIRIES**

- 14.1 Shareholders with queries relating to their holding of ISA Group shares can contact the Share Registry which provides a call centre to assist with matters including shareholdings, changes of address, dividend information, tax file numbers and withholding tax.
- 14.2 ISA Group's Share Registry is administered by Boardroom Pty Limited. Contact details are available from the ISA Group website.
- 14.3 Shareholder or investor questions of a more specific nature should be directed to the ISA Group. Contact details are available from the ISA Group website.

**15. REVIEW OF POLICY**

- 15.1 The Board will review this policy at least annually. Any amendments to this Policy will be approved by the Board.
- 15.2 This policy has been developed in alignment with the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations. It has also been developed to ensure compliance with the company's obligations under the ASX Listing Rules and the Corporations Act.

**16. PUBLICATION**

- 16.1 This policy will be made available from the ISA Group website ([www.indoorskydiveaustralia.com.au](http://www.indoorskydiveaustralia.com.au)).