



Shareholder Communications Policy

Rev.	Issued	Description	Prepared	Approved by Board
1.3	14/05/2020	Annual Review	Darvall	3/6/2020
1.2	11/18	Review	Robson	14/11/18
1.1	16/8/17	Review	Robson	3/8/17
1.0	23/7/15	Review	Robson	23/7/15
0		Policy created	Robson	

1 Purpose

The Board of Sipa recognises the importance of effective communications with its shareholders and ensuring that they are informed of all major developments affecting the Company.

The Company's primary method of communication with shareholders and other stakeholders is through ASX Announcements, email alerts, and the Company's website www.sipa.com.au.

2 Information Disclosure

Sipa has identified that there are 3 primary forms of information disclosures:

Continuous Disclosure – Sipa recognises a continuous disclosure regime is fundamental to the rights of shareholders to receive information concerning their securities and for Sipa to comply with its legal obligations. Details of specific procedures relating to continuous disclosure are outlined in the Company's Continuous Disclosure Policy

Periodic Disclosure – This disclosure takes the form of full-year, half-year and quarterly reporting obligations.

Specific information disclosure – Disclosure as and when required for compulsory statutory and corporate information.

All of the above information will be posted in a clearly marked section of the website as soon as practicable after receipt by the ASX. Shareholders are invited to subscribe to our database to receive timely email notifications of all releases concerning the Company.

3 Company Website

One of the Company's key communications tools is the website located at www.sipa.com.au. The Company endeavours to keep its website up to date, complete and accurate. In addition to current information about the Company's projects, shareholders will find important information under the sections "Investors" and the governance policies and procedures can be found under "About Us".

The Company will place all ASX announcements, media releases and other relevant statutory releases on the website as soon as reasonably practicable. In addition to ASX releases, financial reports, and investment presentations for the preceding three years will be available on the website.

In addition, shareholders can manage certain aspects of their shareholding, such as change of address, via a link on the Investors page of the website.

4 Email Alerts

Important ASX announcements will be distributed to those shareholders who have requested such as soon as reasonably practicable upon confirmation of release by the ASX. Shareholders who wish to receive such communications can subscribe to an email alert at www.sipa.com.au.

5 Rumours, Chatrooms and Other Public Forums

The Company has a policy against commenting on rumours, including that arising from internet forums. Sipa employees and associated parties are prohibited from participating in public forum discussions (including internet-based forums) where the subject matter is related to Sipa, its competitors or any industry in which Sipa operates, unless written permission is obtained from the Managing Director.

6 Investor Engagement

Sipa has established a structured investor engagement programme to develop and maintain effective two-way communication between the Company and the market. The Company is committed to providing the market with clear, meaningful and timely information on the activities and financial performance of the Company, to enhance the market's understanding and trust in the Company, through regular telephone contacts, one-on-one and group meetings and desk presentations.

The senior management of the Company regularly undertake domestic and international investor roadshows and participate in investor and industry forums and conferences, both locally and overseas. In addition, the Chairman of the Board meets/talks with institutional investors and other stakeholders on a regular basis.

The proactive engagement process extends to other relevant stakeholders, including government officials and regulators, local communities and non-government organisations.

7 Shareholder Meetings

In addition to facilitating regular communication with shareholders through its website, Sipas uses its Annual General Meeting (AGM) as an opportunity to engage with shareholders. The Company's seeks to maximize shareholders ability to participate in the AGM process by:

- Making Directors, members of the management team, and the external auditor available to shareholders at the AGM
- Allowing shareholders in attendance ample opportunity to ask questions regarding specific items of business, including question of the external auditor
- Providing shareholders who are unable to attend the opportunity to submit questions in advance;
- Allowing shareholders the opportunity to lodge proxies electronically.

All Notice of Meetings and related explanatory information will appear on the Company website upon dispatch to shareholders. The Company will endeavour to draft notices and accompanying explanatory information in a matter that is clear and concise so it will be easy to understand.