

# BCAL Diagnostics Limited

## Shareholder Communications Policy

### 1. Introduction

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At BCAL Diagnostics Limited (**BCAL** or **Company**), we understand the importance of informing shareholders of major developments affecting the Company in a timely and accessible manner. BCAL has adopted this policy to:

- promote effective communication by BCAL's board of directors (**Board**) and management team with BCAL's shareholders to ensure that shareholders are provided with balanced and understandable information about the Company's business and performance;
- encourage and facilitate participation by shareholders at BCAL's shareholder meetings; and
- support BCAL in dealing promptly with shareholder enquiries.

This policy should be read together with BCAL's Continuous Disclosure Policy, which sets out how the Company complies with its continuous disclosure obligations under the ASX listing rules and the Corporations Act 2001 (Cth) (**Corporations Act**).

### 2. Methods of communication to shareholders

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BCAL supports open communication with shareholders. Through clear and concise communication, the Company provides investors with access and information to make informed assessments of the Company's performance and future prospects.

BCAL supports the use of electronic and other means of communicating with shareholders, including through:

- BCAL's website ([www.bcaldiagnostics.com](http://www.bcaldiagnostics.com));
- email;
- webcast and conference calls;
- telephone;
- presentations and briefings; and
- mail.

Information about BCAL is communicated to shareholders through various methods. The methods most frequently used by BCAL to communicate with shareholders include:

- market releases to the Australian Securities Exchange (**ASX**) in accordance with BCAL's continuous disclosure and other listing rule obligations;
- the "Investor Centre" section of BCAL's website;
- media releases or newsletters;
- BCAL's annual and half-yearly reports; and
- BCAL's annual general meeting (**AGM**) and any other shareholder meetings.



BCAL encourages its shareholders to receive information and communications from, and send communications to, BCAL and its share registry, electronically. Shareholders may elect to send and receive communications electronically by registering their email address with BCAL's share registry. Shareholders should contact BCAL's share registry at the details at the details set out under section 5, if they need further details on how to register to receive information and communications from BCAL electronically.

## **2.1. Releases**

In accordance with the ASX listing rules (as well as BCAL's Continuous Disclosure Policy), BCAL is required to make announcements to the ASX in a timely manner.

All announcements made by BCAL to the ASX are available to shareholders:

- first, on the Company's announcements page under the company announcements section of the ASX website; and
- then, under the "Investor Centre" section of BCAL's website.

## **2.2. BCAL's website**

The "Investor Centre" section of BCAL's website is the primary medium through which BCAL provides information to shareholders. The "Investor Centre" section of BCAL's website contains information relevant to shareholders and stakeholders, including but not limited to:

- statements BCAL has lodged with the ASX (including all financial results, annual reports and press releases);
- Board and board committee charters and corporate governance policies; and
- other material relevant to shareholders.

## **2.3. Financial results**

BCAL publicly reports financial results twice a year, in accordance with the Corporations Act and the ASX listing rules. When releasing financial results, BCAL may release to ASX:

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

That information will then be made available on the Company's website.

## **2.4. Annual Report**

BCAL views the Annual Report as a key communication channel for all shareholders. The annual report will be lodged with the ASX and sent to shareholders each year, prior to the AGM.

BCAL encourages the use of electronic versions of the annual report, which can be accessed from the Company's website. The Company will also produce a printed copy of the annual report, as required by the Corporations Act. Shareholders can elect to either not receive the annual report, or receive it electronically (rather than hard copy), by contacting the Company's share registry at the details set out under section 5.



## 2.5. Annual general meeting

All shareholders are strongly encouraged to attend BCAL's AGM, as it provides an important opportunity for BCAL to provide Company information to its shareholders. At the AGM, shareholders also have the opportunity to express their views to the Board and to vote on proposals made by the Board. If shareholders are unable to attend the AGM, they are encouraged to use the proxy form to vote on any resolutions to be considered at the meeting.

The date, time and location of BCAL's AGM will be provided in a notice of meeting distributed to shareholders (along with the associated proxy form) prior to the AGM, in accordance with the requirements of the Corporations Act, BCAL's constitution and applicable ASX listing rules. Information about any upcoming AGM will also be included in the annual report and on BCAL's website.

The notice of meeting will clearly state and explain the nature of the business of the meeting and consideration is given to guidelines issued by the ASX Corporate Governance Council. The notice of meeting will give clear guidance on Board recommendations on resolutions, where appropriate.

BCAL's external auditor will attend its AGM and will be available to answer any questions regarding the conduct of, and any issues arising from, the audit or the preparation and content of the auditor's report.

The chairs of BCAL's various board committees (or other nominated members of these committees) will also attend BCAL's AGM and will be available to answer questions from shareholders about the activities of each of these board committees.

Shareholders are encouraged to express to the relevant BCAL representatives present at the AGM any matters of concern or interest to the shareholder group.

All substantive resolutions at a meeting of shareholders are decided by poll rather than by a show of hands, to enable the chair of the meeting to ascertain the true will and voting of the shareholders attending, whether in person, electronically, by proxy or by some other representative.

Shareholders who are not able to attend the AGM and exercise their right to ask questions about, or make comments on the Board or management of BCAL will be given the opportunity to provide questions or comments ahead of the AGM. Where appropriate, these questions will be considered and answered at the AGM. From time to time, when the Board considers that circumstances merit, the Board may facilitate participation in the AGM via technology, including webcasts or the conduct of a virtual or hybrid meeting that may include the ability to vote online.

## 3. Analysts and institutional investors

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From time to time, BCAL may conduct briefings for analysts and institutional investors in order to discuss matters concerning BCAL. BCAL's policy in relation to such analyst and institutional investor briefings is that:

- only the Chief Executive Officer, Executive Chair or other Board-approved BCAL representatives are authorised to speak to analysts and institutional investors;
- at these briefings, BCAL will not comment on price sensitive issues not already disclosed to the market; and
- any questions raised at these briefings in relation to price sensitive issues not already disclosed to the market will either not be answered or will be taken by BCAL on notice.



If BCAL takes a question on notice and the answer would involve the release of price sensitive information, the relevant price sensitive information must be released to market through the ASX before BCAL provides a response.

#### **4. Shareholder privacy**

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BCAL recognises that shareholder privacy is important and will not disclose details of registered shareholders unless required by law. Shareholders should be aware that certain details of holdings in a public company are publicly available by law.

Shareholder details will only be used by BCAL in accordance with applicable privacy laws and its privacy policy, available at via the Company's website [www.bcaldiagnostics.com](http://www.bcaldiagnostics.com).

#### **5. Shareholder queries**

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Shareholders with any questions related to their shareholding should contact BCAL's share registry:

**Automic Group:**

Email: [hello@automic.com.au](mailto:hello@automic.com.au)

Phone: 1300 288 664 or +61 2 9698 5414

Post: GPO Box 5193, Sydney NSW 2001

#### **6. Review of policy**

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This policy will be reviewed at least every two years and may be updated as and when determined by the Board.