

# SKIN ELEMENTS LIMITED

## CORPORATE GOVERNANCE – 8 COMMUNICATIONS POLICY

### Purpose

The board of directors (**Board**) of Skin Elements Limited (**Company**), aim to ensure that shareholders are informed of all major developments affecting Skin Elements Limited's state of affairs.

The Chairperson and the Managing Director/Chief Executive Officer have the primary responsibility for communication with shareholders.

### Publications

Information is communicated to shareholders as follows:

- the annual report is distributed to all shareholders (unless a Shareholder has specifically requested not to receive the annual report). The Board ensures that the annual report includes relevant information about the operations of the Company during the year, changes in the state of affairs of the Company and details of future developments, in addition to the other disclosures required by the Corporations Act 2001 (Cth) and the ASX Listing Rules;
- the half-yearly report contains summarised financial information and a review of the operations of the Company during the period. Half-year audited Financial Statements (including commentary on the financial results) prepared in accordance with the required accounting standards, the Corporations Act 2001 (Cth) and the ASX Listing Rules are lodged with the Australian Securities & Investments Commission (**ASIC**) and the Australian Securities Exchange (**ASX**). The financial statements are sent to any Shareholder who requests them;
- regular reports released through ASX and the media;
- the Board encourages full participation of shareholders at the Annual General Meeting to ensure a high level of accountability and identification with the Company's strategy and goals. Important issues are presented to the shareholders as single resolutions. The shareholders are also responsible for voting on the appointment of Directors;
- all ASX announcements are posted on the Company's website, as are copies of the Company's annual and half-year financial reports; and.
- the Company's website also contains detailed information concerning the Company.

### Electronic communication and website

The Company believes that communicating with shareholders by electronic means, particularly through its website, is an efficient way of distributing information in a timely and convenient manner.

The Company's website includes (or will include) relevant up to date information for shareholders:

- a section on the Company's corporate governance policies and practices;

- a reports section, which contains copies of annual, half yearly and quarterly reports and reports from stockbroking firms for the previous three years;
- a news section, containing copies of ASX announcements made by the Company during the previous three years; and
- details of the Company's projects and activities including presentation material provided to investors or stockbroking analysts, briefing material from any Company site visits and the Company profile and Company contact details.

The Company's website will be updated with material released to ASX as soon as practicable after confirmation of release by ASX.

All website information will be continuously reviewed and updated to ensure that information is current and older or superseded information is appropriately dated and archived.

The Company will place the full text of all notices of meeting and explanatory material on the website.

### **Briefings**

Where possible, the Company will consider arranging for advance notification of group briefings, including general meetings and media briefings and particularly in the case of results announcements, by making them accessible by webcasting or teleconferencing or posting a transcript summary of on the website as appropriate.

The Company will, where possible, produce and, where appropriate, maintain a summary record of the topics discussed at briefings with investors and analysts, including those present and the time and place of the meeting.

### **Written communication and annual report**

The annual report of the Company is the major written communication by the Company to shareholders each year. Shareholders are provided with a copy of the full statutory report. Consideration will be given in the future for the publication of a concise annual report which shareholders may elect to receive instead of the full annual report.

In addition the Company will post periodic letters and notices to shareholders outlining any significant events that have occurred in the period and providing updates on the Company's ongoing projects.

### **Annual general meeting**

The Company recognises the rights of shareholders and encourages the effective exercise of those rights through the following means:

- notices of meetings are distributed to shareholders in accordance with the provisions of the Corporations Act 2001 (Cth);
- notices of meeting and other meeting material are drafted in concise and clear language;
- shareholders are encouraged to use their attendance at meetings to ask questions on any relevant matter, with time being specifically set aside during the meeting for shareholder questions;
- notices of meetings encourage participation in voting on proposed resolutions by lodgement of proxies if shareholders are unable to attend the meeting; and

- it is both the Company's policy and the policy of the Company's auditor for the lead engagement partner to be present at the annual general meeting and to answer any questions regarding the conduct of the audit and the preparation and content of the auditors' report.

**Policy history**

Established: December 2015

Last review:

Review frequency: Annually