

# Shareholder Communications Policy

NEXTDC Limited and its subsidiaries (ACN 143 582 521)



N E X T D C

## Overview

NEXTDC Limited (Company) (ASX: NXT) is committed to promoting effective communication with both current and prospective shareholders using available channels and technologies. The Company aims to encourage participation in shareholder meetings and to deal promptly with shareholder enquiries.

The purpose of this policy is to give effect to Principle 1 and 6 of the ASX Corporate Governance Council's Corporate Governance Principles & Recommendations (4<sup>th</sup> Edition) and to ensure that the Company meets its commitments of effective communication and encouragement of participation, as well as ensuring that all shareholders are informed of all information necessary to assess Company performance.

The Company will ensure that:

- a) materials referred to in this policy are maintained and updated on the Company's website ([www.nextdc.com](http://www.nextdc.com)) within a reasonable timeframe;
- b) shareholder communications are distributed to shareholders in accordance with the Corporations Act 2001 (Cth) (Corporations Act) and listing rules (Listing Rules) of ASX Limited (ASX); and
- c) it will use available channels and technologies to communicate widely and promptly to shareholders.

## Company's share registry

The Company's share registry is Link Market Services Ltd and shareholders are able to access information relevant to their holding via the share registry website, <https://www.linkmarketservices.com.au/corporate/home.html> or by contacting the share registry on +61 1300 554 474 (toll free within Australia).

## ASX announcements

NEXTDC makes announcements to the ASX in accordance with the Listing Rules, the Corporations Act and its Continuous Disclosure Policy (a copy of which can be found on the Company website).

Announcements made by the Company to the ASX are, subject to applicable laws, available to shareholders under the 'Investor Centre' tab on the Company's website and under the 'Company Announcements' section of the ASX website.

## Periodic Reports

NEXTDC provides the following information to shareholders as part of its periodic reporting:

- a) The annual report and half-year report containing important financial information about the Company, as well as operating and corporate information, in accordance with the timeframes set out in the Corporations Act.
- b) The financial results for the December half-year end which are reported in February each year; and the financial results for the June full-year end which are reported in August each year.

NEXTDC's periodic reports are released on the ASX announcements platform and are also made available to shareholders on the Company website. Additionally, and as permitted by the Corporations Act, the default method for shareholders to receive the Company's annual report is electronically via the 'Investor Centre' section of the Company's website. A printed copy of the annual report is only sent to shareholders who elect to receive one. Shareholders who wish to receive a printed copy of the annual report should complete the 'Communications' form available on the Company's share registry website or contact the Company's share registry (see above for contact details).

## Annual general meetings/ general meetings

The date, time and location of each Annual General Meeting (AGM) or general meeting will be detailed:

- a) in the relevant notice of meeting; and
- b) on the Company's website.

Per the Corporations Act and the Company's Constitution, the notice of meeting will be uploaded to the ASX announcements platform and distributed to all shareholders prior to the meeting and within the prescribed timeframe. Shareholders can also contact the Company's share registry or [investorrelations@nextdc.com](mailto:investorrelations@nextdc.com) directly to obtain information about the AGM or a general meeting.

Shareholder meetings are an opportunity for communication with shareholders and to allow a reasonable opportunity for informed shareholder participation and present an opportunity for shareholders and other guests to hear from and put questions to the board, management and the auditor of the Company. The chair of the meeting, usually the Company Chairman, is responsible for the conduct of the meeting. Shareholders may attend the meeting in person or by proxy, representative or attorney.

For shareholders who are unable to attend and vote at general meetings, the Company encourages shareholders to vote electronically via Link Market Services' website.

The Chairman's address (and any chief executive officer's address) will be released on the ASX announcements platform immediately prior to the commencement of the general meeting. The addressee(s) will also be available to shareholders on the Company's website.

## Corporate Governance

The Company has a 'Corporate Governance' section on the Company's website.

The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It is contained in or accompanies the annual report each year and also is or will be available under the 'Corporate Governance' section of the Company's website.

In accordance with Recommendation 1.1 of the ASX Principles, the Company has a formal board charter, containing details of the functions and responsibilities of the Company's board. To assist the board in fulfilling its duties and responsibilities, it has established two board committees:

- a) the nomination and remuneration committee; and
- b) the audit and risk management committee.

Each of these committees has a formal charter. The board and committee charters and other relevant corporate governance policies are also available to shareholders from the 'Corporate Governance' section of the Company's website. The Board may establish other sub-committee's from time to time at its discretion.

## Media releases

Media releases are made available on the Company's website under the 'News and Media' tab.

## Investor and analyst briefings

From time to time the Company conducts analyst and investor briefings. This may include formal presentations made by the Company at industry or investment conferences. Full details of the Company's policy with respect to investor and analyst briefings are contained in the Continuous Disclosure Policy. Any presentation materials provided to analysts or investors and not already published by the Company will be made available to all shareholders via the 'Investor Centre' section of the Company's website and will be released to the market prior to delivery.

## Questions

While the Company aims to provide sufficient information to shareholders about the Company and its activities, it understands that shareholders may have specific questions and require additional information. Further questions on this Policy or additional information request by shareholders to exercise their rights as shareholders can be directed to [investorrelations@nextdc.com](mailto:investorrelations@nextdc.com). This policy or a summary of its main provisions is also published on the Company's website.

