



# External Communications Policy

**Atlas Arteria Limited**  
**Atlas Arteria International Limited**

# External Communications Policy

## Introduction

This policy applies to the directors on the boards of Atlas Arteria (**Atlas Arteria**) and to employees, contractors and consultants of Atlas Arteria (**Atlas Arteria Staff**).

For the purposes of this document Atlas Arteria means Atlas Arteria Limited ACN 141 075 201 (**ATLAX**) and Atlas Arteria International Limited Registration number 43828 (**ATLIX**) and their controlled entities.

## Policy

Atlas Arteria believes that investors, regulators, rating agencies and the investment community generally, should be informed of all major facts that influence Atlas Arteria in a clear, timely and widely available manner.

Means for communicating important information on Atlas Arteria affairs include:

- Atlas Arteria website
- Annual General Meeting
- Annual Report
- ASX announcements
- Presentations; and
- Share registry

This Policy should be read in conjunction with the Delegations of Authority (Post Internalisation) Policy and the Atlas Arteria Continuous Disclosure Policy relating to Atlas Arteria's continuous disclosure obligations under the Australian Securities Exchange Listing Rules and the Corporations Act 2001 (Cth).

All external communications (e.g. to investors, regulators, counterparties, etc) by Atlas Arteria will:

- be factual, accurate and subject to internal vetting and authorisation before issue;
- not omit material information; and
- be timely and expressed in a clear and objective manner.

## Confidential Information

Staff must not make unauthorised disclosures of confidential information or use it for purposes other than those for which it was disclosed except as required by law. Requirements imposed by a confidentiality agreement or undertaking with a supplier or other person or under securityholder or bidding arrangements, imposed by law, or specified in internal policies, procedures or rules must be followed.

Where confidential information is to be provided to another party, staff must ensure that measures are in place to maintain the confidentiality of that information and prevent premature disclosure, such as a legally binding confidentiality agreement.

## Communications with Investors

### 1. Investor communications

Any material investor communications which are sent to investors must also be lodged with the ASX at the same time as being sent to investors and approved in accordance with the requirements of the Atlas Arteria Continuous Disclosure Policy.

A copy of any new and substantive investor or analyst presentation should be released on the ASX Market Announcements Platform ahead of the presentation.

### 2. Reports to securityholder and analysts

Atlas Arteria produces two sets of reports with financial information for securityholders annually:

- the Interim Financial Report for the six months to 30 June; and
- the Annual Financial Report for the year to 31 December.

Atlas Arteria produces an Annual Report for investors at least one month prior to Atlas Arteria's Annual General Meeting containing the annual review of operations during the year. Atlas Arteria may also publish other newsletters throughout the year.

Investors may elect to be sent the Annual Report automatically by mail. They may also choose instead to be notified by email when these documents are available from Atlas Arteria's website.

### 3. Annual general meetings

Atlas Arteria holds its annual general meeting (**AGM**) before the end of the 5 month period following year end. The date, time and venue of the AGM each year is notified to ASX no later than the date when the Annual Report is lodged.

The notice of meeting will be accompanied by explanatory notes on the items of business and together they will seek to clearly and accurately explain the nature of business of the meeting. A full copy of the most recent Notice of Meeting will be placed on Atlas Arteria's website.

Securityholders will also be invited to submit questions in advance of the AGM for consideration at the meeting.

## External Communications Policy

Atlas Arteria securityholders are encouraged to attend the AGM by Atlas Arteria by:

- Clearly informing investors and other stakeholders of the time, location and business to be considered at least 28 days prior to the event.
- Investing in accessible webcast technology to enable a maximum number of investors and other stakeholders to view live presentations free of charge (presentations can also continue to be viewed any time up to 12 months after the event).
- Ensuring that resolutions are drafted as clearly as possible within legal boundaries.
- Encouraging the use of proxies by investors who are unable to attend a meeting in person, including the use of online proxy forms.

Atlas Arteria will request its auditor to attend each AGM and be available to answer questions about the conduct of the audit and the preparation and contents of the auditor's report.

Atlas Arteria will follow similar practices, as appropriate, for any other general meetings which may be held.

#### 4. Website and email notifications

Atlas Arteria will maintain a website providing information on its businesses, as well as information useful to securityholders and market participants. The Atlas Arteria website ([www.atlasarteria.com](http://www.atlasarteria.com)) contains an Investor Centre which directs securityholders to information likely to be of interest to them.

Atlas Arteria will post all recent information material to its securityholders and market participants on its website, including (as applicable):

- An overview of Atlas Arteria's operations and stapled structure.
- Names, photographs and brief biographical information for each of its directors and senior executives.
- The ATLAX and ATLIX constitutions, board charters and charters of each of their committees.
- Corporate Governance Statement and policies (or summaries of them) referred to in the statement.
- Copies of Annual Report and financial statements since listing.
- Copies of ASX announcements since listing.
- Copies of Notices of Meetings of securityholders and accompanying documents.
- Copies of prospectuses.
- Analyst packs.
- Copies of investor presentations.
- Disclosure about Atlas Arteria's operational and governance arrangements in the form required by ASIC Regulatory Guide 231 applying to listed infrastructure funds.

- Details on how to make a complaint.

The website is maintained by the Investor Relations team.

Investors and other interested parties are invited to register to receive ASX releases electronically at the same time they are posted on Atlas Arteria's website.

Atlas Arteria will consider the use of other reliable communications technologies as they become widely available.

#### 5. Investor queries

Investors with questions about their holdings of Atlas Arteria securities should be dealt with by Atlas Arteria's share registry. Questions about Atlas Arteria, its performance and other general investor enquiries should be directed to Investor Relations.

Contact details for the share registry and Investor Relations, including email and facsimile contacts, are provided on Atlas Arteria's website and in the Annual Report.

#### Use of Atlas Arteria name by external parties

If a third party (counterparty or asset) approaches Atlas Arteria seeking to use the Atlas Arteria's name in a media release, advertisement or marketing material, it must be approved by the CEO and the General Counsel prior to its distribution or publication.

#### Media Management

The Atlas Arteria Continuous Disclosure Policy provides a list of the authorised spokespersons for Atlas Arteria.

#### Policy Review

This policy will be reviewed once every two years and provided to the Atlas Arteria Boards for approval.