

# Shareholder Communications Policy

Approved by the Board with effect 1 July 2021

## 1. Overview

---

- 1.1 Skin Elements Limited (**Company**) recognises the value of providing current and relevant information to its shareholders. This Shareholder Communications Policy (**Policy**) sets out how the Company communicates relevant information to its shareholders.
- 1.2 This Policy is subject to the terms of the Company's Constitution (**Constitution**). This Policy should be read in conjunction with other relevant policies and procedures of the Company including the Company's Social Media Policy.

## 2. How information is communicated

---

- 2.1 The Managing Director/CEO and Company Secretary have the primary responsibility for communicating with shareholders.
- 2.2 Information is communicated to shareholders through:
  - (a) periodic disclosure through the annual report on the financial and operational performance of the Company;
  - (b) notices of general meetings and explanatory material;
  - (c) general meetings;
  - (d) periodic newsletters or letters from the Chairman;
  - (e) the Company's website at <https://skinelementslimited.com>; and
  - (f) the Company's social media platforms.
- 2.3 Through the Company's share registry, all shareholders are given the option to receive communications from the Company electronically.

## 3. Electronic communication and website

---

- 3.1 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.

- 3.2 The Company's website includes the following pages, which contain relevant information for shareholders:
- (a) section on the Company's corporate governance policies and practices.
  - (b) reports section, which contains copies of annual directors reports, financial statements and other corporate reports
  - (c) announcements released to ASX; and
  - (d) names, photographs and biological information of each director
- 3.3 All website information will be regularly reviewed and updated to ensure that information is current, or appropriately dated and archived.

#### 4. Written communication and annual report

---

- 4.1 Shareholders have been given the opportunity to elect to receive a printed copy of the annual report on the financial and operational performance from the Company.
- 4.2 In addition, the Company publishes its annual report on the Company's website and notifies all shareholders of the web address where they can access the annual report.
- 4.3 The Company will also make available via ASX any new and substantive investor or analyst presentation prior to the presentation being given.

#### 5. General meetings

---

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

- (a) notices of general meetings are distributed to shareholders in accordance with the provisions of the Corporations Act;
- (b) notices of general meeting and other meeting material are drafted in concise and clear language;
- (c) shareholders are encouraged to use their attendance at general meetings to ask questions on any relevant matter, with time being specifically set aside for shareholder questions;
- (d) notices of general meetings encourage participation in voting on proposed resolutions by lodgement of proxies, if shareholders are unable to attend the meeting; and
- (e) any documents tabled or made available at a shareholder meeting are uploaded to the Company's website;

- (f) it is general practice for a presentation on the Company's activities to be made to shareholders at each general meeting, unless the Board considers otherwise.

## 6. Review

---

This Policy is reviewed regularly and at least annually.