

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.