

# Megaport Limited

## Shareholder communication and participation policy

### 1 Introduction

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- 1.1 Megaport Limited (**Company**) is committed to regularly communicating with its shareholders in a timely and accessible manner, and to encouraging shareholder participation at its general meetings. The purpose of this policy is to set out the processes by which the Company will ensure that shareholders are provided with appropriate information and encouraged to participate in shareholder meetings.

### 2 Regular communications with shareholders

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#### 2.1 Guiding principles

The Company is committed (subject to commercial and confidentiality constraints) to maintaining direct, open, timely and effective two-way communications with all shareholders. It will meet this commitment by communicating with shareholders using its website [www.megaport.com/investor](http://www.megaport.com/investor), the "email alert" functionality that enables security holders to subscribe to receive ASX announcements from Megaport, the share registry and the 'company announcements' platform maintained by ASX Limited (**ASX**).

Where significant concerns are raised by shareholders, these will be conveyed to the board and relevant senior executives.

#### 2.2 Website

The Company aims to provide shareholders with comprehensive and timely access to Company documents and releases through its website [www.megaport.com](http://www.megaport.com). Information on the Company's website will include:

- (a) an overview of the Company's current business, a description of how the Company is structured and a summary of the Company's history;
- (b) the names, photographs and brief biographical information for each of the Company's directors and senior executives;
- (c) a statement of the Company's values;
- (d) the Company's corporate governance policies and other corporate governance materials;
- (e) a description of the Company's dividend policy and information about the Company's dividend history;
- (f) copies of the Company's annual reports, financial statements and other corporate reports;
- (g) historical information about the Company's share price;

- (h) copies of any announcements made to the ASX;
- (i) an events calendar showing the expected dates in the forthcoming year for key events;
- (j) the time, venue and other relevant details for results presentations and the AGM, once known;
- (k) copies of notices of meetings of shareholders and any accompanying documents;
- (l) copies of any documents tabled or otherwise made available at meetings of shareholders and, if available, a recording or transcript of the meeting;
- (m) copies of materials distributed at investor or analyst presentations, and if available, a recording or transcript of the presentations;
- (n) links to download key security holder forms, such as transfer and transmission forms, forms for dividend reinvestment plans; and
- (o) contact details for shareholders, analysts or the media to submit enquiries directly to the Company or its securities registry.

### 2.3 Company's share registry

The Company maintains its share registry through Computershare Investor Services Pty Limited (**Computershare**). Shareholders are able to access information relevant to their holding, as well as update their personal information via the Computershare website [www.computershare.com](http://www.computershare.com) or by contacting Computershare via:

Computershare Investor Services Pty Limited  
 Level 1 200 Mary Street  
 Brisbane QLD 4000

Phone: 1300 850 505  
 Overseas Callers: +61 3 9415 4000  
 Facsimile: +61 3 9473 2500

Web: [www.computershare.com](http://www.computershare.com)

Email Address: <https://www-au.computershare.com/Investor/#contact?cc=au>

Key security holder forms, such as transfer and transmission forms, forms for dividend reinvestment plans can be downloaded at Computershare's website [www.computershare.com](http://www.computershare.com).

### 2.4 Announcements to the ASX

- (a) The Company makes announcements to the ASX in accordance with Corporations Act 2000 (Cth) (Corporations Act), the listing rules of ASX and the Company's Continuous Disclosure Policy, a copy of which can be found at [www.megaport.com/investor/leadership-governance/](http://www.megaport.com/investor/leadership-governance/) .
- (b) All announcements made by the Company to the ASX are, subject to applicable laws, made available to shareholders on the ASX 'company announcements' platform, and a copy is added to the "Investors" section of Megaport's website [www.megaport.com/investor/#announcements](http://www.megaport.com/investor/#announcements) .

### **3 Participation in General Meetings**

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#### 3.1 Notice of meetings

- (a) The date, time and location of each annual general meeting (**AGM**) or general meeting will be detailed in the relevant notice of meeting and posted on the Company's website at the same time it is uploaded to the ASX 'company announcements' platform.
- (b) In accordance with the Corporations Act, the notice of meeting will be uploaded to the ASX 'company announcements' platform and distributed to all shareholders prior to the meeting in accordance with the prescribed timeframe.

#### 3.2 Participation

- (a) The Company encourages full participation of shareholders at its AGM and general meetings. Where feasible and practical, Megaport will consider how it can use technology to facilitate participation of shareholders in meetings.
- (b) Shareholders who are not able to attend a meeting will be given the opportunity to:
  - (i) ask questions or make comments before the meeting, which will be answered at the meeting, either by being read out and then answered at the meeting or by providing a transcript of the question and written answer at the meeting; and
  - (ii) vote electronically using the Computershare website.
- (c) The Company Chairman's address (and any CEO address) will be released to the ASX 'company announcements' platform and will also be available to shareholders via the Company's website.

#### 3.3 Auditors

The Company's external auditor will attend the AGM of the Company and will be available to answer questions about the conduct of the audit and preparation and content of the auditor's report.

### **4 Methods of communication and distribution**

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- 4.1 Whenever possible, the Company will provide shareholders with the option to receive communications from and send communications to the Company electronically. The Company encourages shareholders to provide email addresses so that notices of meeting and explanatory material can be sent to shareholders via email.
- 4.2 Shareholders can elect to receive a copy of the Company's annual report as an electronic copy or in hard copy through the mail.
- 4.3 The Company provides an online email enquiry service to assist shareholders with any queries. Information is also communicated to shareholders via periodic mail outs, or by email to shareholders who have provided their email address via the "email alert" functionality on Megaport's website.