

# Osprey Medical Inc ARBN 152 854 923

## Shareholder Communications Policy

### 1. Overview

#### 1.1 Purpose

The purpose of this Shareholder Communications Policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Osprey Medical Inc (**Company**).

#### 1.2 Maintaining Shareholder Communications

The Company will ensure that:

- (a) materials detailed in this Policy are maintained and updated on the Company's website ([www.ospreymed.com](http://www.ospreymed.com)) within a reasonable timeframe;
- (b) shareholder communications are distributed to shareholders in accordance with the Delaware General Corporation Law and the *Corporations Act 2001* (Cth) (Corporations Act) and Listing Rules of the Australian Securities Exchange (**ASX**) (**Listing Rules**); and
- (c) it will use available channels and technologies to communicate widely and promptly to shareholders.

### 2. ASX Announcements

#### 2.1 Outline

The Company makes announcements to the ASX in accordance with the ASX Listing Rules.

#### 2.2 Availability

Announcements made by the Company to the ASX are available to shareholders:

- (a) via a link to the ASX website in the Investor section of the Company's website;
- (b) under the Company Announcements section of the ASX website; and
- (c) by email notification (when shareholders provide the Company's Share Registry with their email address and elect to be notified of all the Company ASX Announcements).

### 3. Company's Share Registry

#### 3.1 General

Shareholders are able to access information relevant to their holding via the Company Share Registry Website, [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au). Shareholders who do not have access to the internet should contact the Company's Share Registry with any enquiries relating to their shareholdings.

#### 3.2 Contact Details

Link Market Services  
Level 1, 333 Collins Street,  
Melbourne, Victoria 3000

Telephone: + 61 3 9615 9800

Facsimile: + 61 2 9287 0303

[www.linkmarketservices.com.au](http://www.linkmarketservices.com.au)

### **3.3 ASX Code**

The ASX Code for Osprey Medical Inc is OSP.

## **4. Annual General Meetings**

### **4.1 Date and location of Annual General Meeting (AGM)**

- (a) The Company usually holds its AGM in May each year.
- (b) The specific date, time and location of each AGM will be detailed:
  - (i) in the relevant Notice of Meeting; and
  - (ii) on the Company's website.
- (c) Alternatively, shareholders can contact the Company's Share Registry or Australian Secretary directly to obtain this information.

### **4.2 Notice of Meeting**

The Notice of Meeting will be distributed to all shareholders prior to the AGM within the timeframe set by the Corporations Act and the Company's ByLaws. The full text of the Notice of Meeting will also be available via the 'Investor' section of the Company's website.

### **4.3 Questions From Shareholders to the Chairman and External Auditor**

Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to the Board, management and the external auditor. Shareholders may attend the meeting in person or by proxy, representative or attorney.

If shareholders are present at the AGM, the Chairman will provide reasonable time following the consideration of reports for questions and comment on these matters.

### **4.4 Chairman's Address**

The Chairman's Address (and any Chief Executive Officer Address) will be released to the market just prior to the commencement of the AGM. It will be available to shareholders in the same manner as other ASX Announcements (see ASX Announcements above).

## **5. Annual Report**

### **5.1 Timing and availability**

The Annual Report contains key financial information about the Company, as well as important operating and corporate information. As permitted by the *Corporations Act*, the default method of receiving the Company Annual Reports is electronically via the Investor section of the Company's website (under 'Annual Reports'). 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 Share Registry website or contact the Company's Share Registry (see the Company's Share Registry above for contact details). The Annual Report will be available to all shareholders prior to the AGM within the timeframe set by the Corporations Act. It is usually published in April each year.

## **6. Half-Year & Full-Year Results**

### **6.1 Timing**

The financial results for the full-year ended 31 December are reported in February or March each year. The financial results for the half-year ended 30 June are reported in August each year.

## **6.2 Availability**

As the Half-Year and Full-Year Results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX Announcements (see ASX Announcements above). In addition, the results will be accessible via the 'Investor' section of the Company's website (under 'ASX Releases').

## **7. Corporate Governance**

### **7.1 Corporate Governance website**

In accordance with Recommendation 6.1 of the ASX Principles, the Company has a Corporate Governance section within the Company's website.

### **7.2 Corporate Governance statement**

The Company's Annual Corporate Governance Statement is prepared in accordance with the ASX Listing Rules. It is available under the Corporate Governance section of the Company's website.

### **7.3 Board and Committee Charters**

- (a) 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 Board. To assist the Board in fulfilling its duties and responsibilities, it has established two Board Committees:
  - (i) Remuneration and Nominations Committee; and
  - (ii) Audit and Risk Committee.
- (b) Each of these Committees has a formal Charter. The Board and Committee Charters are available to shareholders under the Corporate Governance section of the Company's website.

## **8. Media Releases**

Access to the Company's media releases is available under the 'Investor' section of the Company's website (under 'ASX Releases') and they are released to the market via the ASX.

## **9. Investor and Analyst Briefings**

### **9.1 General**

At the time of announcement to the ASX of the Company's Half-Year and Full-Year Results the Company may conduct investor and analyst briefings. Investor and analyst briefings may occur at other times during the year as the Company thinks appropriate.

### **9.2 Presentations**

If and when investor & analyst briefings occur at other times during the year, any presentation materials provided will be made available to all shareholders via the 'Investor' section of the Company's website and will be released to the market prior to delivery.

## **10. Information to Beneficial Owners**

Beneficial owners of the Company securities are encouraged to contact the Company's Share Registry to arrange the direct receipt of shareholder materials.

## 11. Publishing and updating the Policy

In compliance with the ASX Principles, this Policy or a summary of its main provisions will also be published on the Company's website [www.ospreymed.com](http://www.ospreymed.com). The board may approve updates and amendment of this Policy from time to time.

## 12. Questions about the Policy and its application

### 12.1 Questions from employees

Employees should direct their questions about the Policy and its application in the first instance to the Australian Secretary.

### 12.2 Questions from shareholders, investors and public enquiries

Shareholders, investors and members of the public should direct their questions about this Policy and its application to the Company's Share Registrar, details are set out in section 3.

## 13. Approved and adopted

This policy was approved and adopted by the board on February 19, 2019.