

# Shareholder Communications Policy

Yancoal Australia Limited

ACN 111 859 119

Approved by the Board on 28 February 2022

## 1 Objective

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Yancoal Australia Ltd (**Yancoal**) aims to ensure that shareholders are kept informed of all major developments affecting the state of affairs of Yancoal. Additionally, Yancoal recognises that potential investors and other interested stakeholders may want to obtain information about Yancoal from time to time.

## 2 Scope

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This policy applies to Yancoal Australia Ltd.

## 3 Statement

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Yancoal communicates information regularly to shareholders and other stakeholders through a range of forums and publications.

The Board shall maintain an on-going dialogue with shareholders and the investment community, and will regularly review this policy to ensure its effectiveness.

One of Yancoal's key communication tools is its website located at [www.yancoal.com.au](http://www.yancoal.com.au). Yancoal endeavours to keep its website up-to-date. Important information about Yancoal will be found under the sections marked 'Corporate Governance', 'Investors', 'Media', 'Sustainability' and 'Boards and Committees' on its website.

In addition to the material specifically referred to in paragraph 4 below:

- (a) the 'Corporate Governance Documents' section of the website includes details of the following:
  - Yancoal's constitution;
  - Yancoal's Board and Board Committee charters;
  - Yancoal's core corporate governance policies;
- (b) the 'Investors' section of the website includes details of the following:
  - financial information about Yancoal, including regularly published production and financial reports.
- (c) the 'Media' section of the website includes all press announcements made by Yancoal since 2017;
- (d) the 'Sustainability' section of the website includes details of the following:
  - Yancoal's ESG Report;
  - Yancoal's Economic Contribution Report;
  - Yancoal's Modern Slavery Statement;
  - Yancoal's Tax Transparency Report; and
  - overviews of activities undertaken in the areas of environment, community and social responsibility.
- (e) the 'Boards and Committees' section of the website includes details of the following:
  - the names and brief biographical information for each of its directors.

Also, shareholders are given the option of receiving communications from, and sending communications to, Yancoal and its security registry electronically.

## 4 Application

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Yancoal communicates important aspects of its affairs in the following ways:

- **Notice of meeting:** Yancoal places the full text of all notices of meetings and explanatory material on its website. Yancoal will arrange for the notice to shareholders to be sent for general meetings at least 28 days before the meeting .
- **Annual General Meeting (AGM):** Yancoal encourages full participation of shareholders at its AGM each year. Yancoal's external auditor will attend the AGM and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report. The external auditor will also be allowed a reasonable opportunity to answer written questions submitted by shareholders to the auditor as permitted under the Corporations Act.
- **Meetings' proceedings:** to the extent that Yancoal keeps them, Yancoal will make available via its website, webcasts and/or transcripts of shareholders' meetings and copies of any documents tabled or otherwise made available at those meetings.
- **Attendance at meetings:** the chair of the Board should attend the AGM. He should also invite the chairs of the other standing Board committees, including but not limited to the Audit and Risk Management Committee, and the Nomination and Remuneration Committee, to attend. In the event that a chair of a committee is unable to attend, the chair of the Board should invite another member of the relevant Board committee, or failing this the duly appointed delegate of the absent chair of the Board committee, to attend. These persons should be available to answer shareholders' questions at the AGM. The chair of a committee comprising all independent non-executive directors (to be convened as and when required) should also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that requires independent shareholders' approval under the relevant listing rules. Management should ensure that the Company's external auditor attends the AGM to answer questions about the conduct of the audit, the preparation and content of the auditor's report, the accounting policies and auditor independence.
- **Facilitating participation:** Yancoal intends to encourage and facilitate participation of shareholders at the AGM and accordingly will use a variety of technological solutions where appropriate. This may include, for example, holding meetings across multiple venues linked by live telecommunications and hybrid meetings that allow shareholders to attend and vote in person, by proxy or online.
- **Annual Report:** the Company's Annual Report will be available on its website and contains important information about Yancoal's activities and results for the previous financial year. Shareholders can elect to receive Yancoal's Annual Report or concise report as an electronic copy or in hard copy through the mail.
- **Announcements lodged with the Australian Securities Exchange (ASX) and Hong Kong Stock Exchange (HKEX):** all ASX and HKEX announcements made to the market, including annual and half year financial results, are posted on Yancoal's website as soon as they have been released by ASX or published on the HKEX's website.
- **Presentations:** to the extent that Yancoal keeps them, Yancoal will make available via its website, webcasts and/or transcripts of investor or analyst presentations and copies of any materials distributed at those presentations.

- **Other information:** Yancoal is committed to dealing with shareholder enquiries (whether an institutional investor or a retail investor) promptly and courteously and provides an online email inquiry service to assist shareholders with any queries via [shareholder@yancoal.com.au](mailto:shareholder@yancoal.com.au) and [media@yancoal.com.au](mailto:media@yancoal.com.au), while also taking measures to ensure that its registries, also do so.

Yancoal will keep this material available on its website for a reasonable period.

## 5 Responsibilities

Position	Responsibility
<b>General Manager Corporate Affairs</b>	<p>The General Manager Corporate Affairs will:</p> <ol style="list-style-type: none"> <li>1. implement this policy; and</li> <li>2. ensure content on <a href="http://www.yancoal.com.au">www.yancoal.com.au</a> is accurate and up to date.</li> </ol>

Position	Responsibility
<b>General Manager Investor Relations</b>	<p>The General Manager Investor Relations will:</p> <ol style="list-style-type: none"> <li>1. arrange any requests for Annual Reports to be delivered; and</li> <li>2. provide the General Manager Corporate Affairs with any of the above content to be loaded onto <a href="http://www.yancoal.com.au">www.yancoal.com.au</a>.</li> </ol>

## 6 Management

- Maintenance**  
This policy will be maintained, reviewed and updated by the General Manager Corporate Affairs.
- Communication**  
This policy will be made available on the Yancoal intranet and [www.yancoal.com.au](http://www.yancoal.com.au).
- Monitoring**  
The General Manager Corporate Affairs monitors compliance with this policy on a regular basis.
- Reporting**  
Any breaches of this policy should be reported to the General Manager Corporate Affairs.
- Disclosure**  
The Company shall disclose the following in its annual reports<sup>1</sup>:
  - (i) this policy (or its summary), which should include channels for shareholders to communicate their views on various matters affecting the Company, as well as steps taken to solicit and understand the views of shareholders and stakeholders; and

<sup>1</sup> Effective from the financial year commencing on or after 1 January 2022.

- (ii) a statement of the Company's review of the implementation and effectiveness of this policy conducted during the year (including how it arrives at the conclusion).

## 7 Control

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(a) **Amendments**

Subject to and after receiving Board approval for an amendment, this policy can only be amended by General Manager Corporate Affairs.

(b) **Approval**

This policy and any amendment to it must be approved by the Board.

(c) **Effective Date**

This policy comes into effect from 28 February 2022.