

# Shareholder Communications Policy

Yancoal Australia Limited

ACN 111 859 119

Adopted by the Board on 27 February 2015

## 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.

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 section marked 'Corporate Governance' on its website.

In addition to the material specifically referred to in paragraph 4 below, the 'Corporate Governance' 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;
- any press release and announcements made by Yancoal on and from listing on the ASX and within the last 3 years;
- financial information about Yancoal; and
- the names, photographs and brief biographical information for each of its directors and senior executives.

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.
- **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.
- **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):** all ASX 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.
- **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 provides an online email inquiry service to assist shareholders with any queries via [investors@yancoal.com.au](mailto:investors@yancoal.com.au).

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

## 5 Responsibilities

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Position	Responsibility
<b>Corporate Communications and Public Relations Manager</b>	<p>The Corporate Communications and Public Relations Manager will:</p> <ol style="list-style-type: none"> <li>1. implement this Communications Strategy; 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>
<b>Investor Relations Manager</b>	<p>The Investor Relations Manager 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 Corporate Communications and Public Relations Manager 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

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- (a) **Maintenance**  
This policy will be maintained reviewed and updated by the Corporate Communications and Public Relations Manager.
- (b) **Communication**

This policy will be made available on the Yancoal Management System and [www.yancoal.com.au](http://www.yancoal.com.au).

(c) **Monitoring**

The Corporate Communications and Public Relations Manager monitor compliance with this policy on a regular basis.

(d) **Reporting**

Any breaches of this policy should be reported to the Corporate Communications and Public Relations Manager.

## 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 Corporate Communications and Public Relations Manager.

(b) **Approval**

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

This policy was approved by the Board on 27 February 2015.

(c) **Effective Date**

This policy comes into effect on 27 February 2015.