

# 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 principle

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)), share registry and the 'company announcement' platform maintained by ASX Limited (**ASX**)

#### 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/investor](http://www.megaport.com/investor)). Information on the Company's website will include:

- (a) the Company's constitution, board charter and the charters of each of its board committees;
- (b) the Company's corporate governance policies;
- (c) copies of the Company's annual reports and financial statements;
- (d) copies of any announcements made to the ASX;
- (e) copies of media releases;
- (f) the full text of notices of meetings and any accompanying documents;
- (g) presentation materials provided at investor and analyst briefings;
- (h) the names, photographs and brief biographical information for each of the Company's directors and senior executives; and
- (i) a means for shareholders to submit enquiries directly to the Company.

#### 2.3 Company's share registry

The Company maintains its share registry through Link Market Services Limited (**Link Market Services**). Shareholders are able to access information relevant to their holding, as well as update their personal information via the Link Market Services' website (<https://www.linkmarketservices.com.au/corporate/home.html>) or by contacting Link Market Services on +61 1300 554 474 (toll free within Australia).

#### 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](http://www.megaport.com/investor)).
- (b) All announcements made by the Company to the ASX are, subject to applicable laws, are made available to shareholders on the ASX 'company announcement' platform.

### **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.
- (b) In accordance with the Corporations Act, the notice of meeting will be uploaded to the ASX 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.
- (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 Link Market Services 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.