

Shareholder communications policy

PropTech Group Limited

ACN 141 276 959

Adopted by the Board on 27 October 2020

1 Overview

1.1 Purpose

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

1.2 Maintaining Shareholder Communications

The Company will ensure that:

- (a) materials detailed in this Policy are maintained and updated on the website of the Company within a reasonable timeframe;
- (b) Shareholder communications are distributed to shareholders in accordance with the Corporations Act 2001 (Cth) (**Corporations Act**) and ASX Listing Rules; and
- (c) this Policy is updated and maintained as required.

1.3 Methods of Communication

- (a) The following methods of communication are available to Shareholders:
 - (i) telephone;
 - (ii) mail; and
 - (iii) email.
- (b) This Policy details the methods of communication available for various areas.

2 ASX Announcements

2.1 Outline

The Company makes announcements to the financial market operated by ASX Limited (**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 'Investors' section of the Company's website; and
- (b) under the Company Announcements section of the ASX website.

3 Company's Share Registry

3.1 General

Shareholders are able to access information relevant to their holding via the Company's Share Registry website, www.boardroomlimited.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

The contact details of the Company's Share Registry are as follows:

Address: Level 12, Grosvenor Place, 225 George Street Sydney NSW 2000

Telephone: 1300 737 760

3.3 ASX Code

The ASX Code for the Company is PTG

4 Company Share Registry Forms

4.1 Amendment of Shareholder Details

- (a) If Shareholders wish to amend any of their details on the Company's share register, they must go to the Share Registry website, <http://www.boardroomlimited.com.au> or complete the appropriate form and send it to the Company's Share Registry (see Company's Share Registry above for contact details). Forms available from the Share Registry include:
- (i) Change of Address;
 - (ii) Direct Credit of Payments;
 - (iii) Communications; and
 - (iv) Tax File Number or Australian Business Number Notification.
- (b) These forms may be downloaded from the Share Registry website, <http://www.boardroomlimited.com.au>. Shareholders who do not have access to the internet should contact the Company's Share Registry (see the Company's Share Registry above for contact details).

5 Annual General Meetings

5.1 Date and location of Annual General Meeting

- (a) The Company will hold its annual general meeting (**AGM**) in accordance with the timeframe set by the Corporations Act for public companies, that is, within five months after the end of the Company's financial year (being 30 June of each calendar 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 Company secretary directly to obtain this information.

5.2 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 constitution. The full text of the notice of meeting will also be available via the 'Investors' section of the Company's website, <https://www.proptechgroup.ltd/investor-relations>

5.3 Questions From Shareholders to the Chairman and External Auditor at the AGM

- (a) At the AGM, shareholders can ask questions about or comment on:
- (i) the management of the Company;
 - (ii) the conduct of the audit, preparation and content of the auditor's report, accounting policies adopted by the Company in relation to the preparation of the financial statements, and the independence of the auditor in relation to the conduct of the audit;

- (iii) the remuneration report; and
 - (iv) the other items of business at the AGM.
- (b) If shareholders are present at the AGM, the Chairman will provide reasonable time following the consideration of reports for questions and comments on these matters. If shareholders are not present at the AGM:
 - (i) a question form (and necessary instructions) will accompany the Notice of Meeting, giving shareholders the opportunity to forward their questions and comments to the Company prior to the AGM; and
 - (ii) as many as possible of the more frequently asked questions will be answered by the Chairman (or, where appropriate, the auditor) at the AGM.
- (c) Shareholders may attend the AGM in person or by proxy, representative or attorney. A proxy form will accompany the Notice of Meeting.

5.4 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).

6 Annual Report

6.1 Timing and availability

The annual report of the Company (**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's Annual Report is electronically via the 'Investors' section of the Company's website. 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's Share Registry website <https://boardroomlimited.com.au/> 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.

7 Half-Year & Full-Year Results

7.1 Timing

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

7.2 Availability

As the Half-Year and Full-Year Results are announced to the ASX pursuant to the ASX 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 'Investors' section of the Company's website.

7.3 Investor and analyst presentations

Presentations that are made to investors and analysts at a group briefing will be available to all Shareholders via the 'Investors' section of the Company's website and will, where necessary, be released to the market prior to delivery.

8 Corporate Governance

8.1 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.

8.2 Corporate Governance statement

The Company's Annual Corporate Governance Statement is prepared in accordance with the ASX Listing Rules. It is contained in the Annual Report each year and is also available under the section of the Company's website dealing with corporate governance.

8.3 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 board of directors of the Company (**Board**). To assist the Board in fulfilling its duties and responsibilities, it has established two Board Committees, which are the:
 - (i) Nomination and Remuneration Committee; and
 - (ii) Audit Committee.
- (b) Each of these Committees has a formal Charter. The Board and Committee Charters are available to Shareholders under the section of the Company's website dealing with corporate governance.

9 Media Releases

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

10 Media and Investor and Analyst Briefings

10.1 General

Typically 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 (see Half-Year and Full-Year Results above). Investor and analyst briefings may occur at other times during the year as the Company thinks appropriate.

10.2 Presentations

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

11 Dividends

11.1 Dividend Statements

Subject to the Corporations Act and the ASX Listing Rules, the Company will (to the extent reasonable and practicable), arrange for dividend statements to be lodged with Australia Post on the business day prior to the date the dividend is paid. These statements are mailed to Shareholders at the addresses that appear on the Company's Share Register.

11.2 Dividend information

Shareholders can obtain historical dividend information via the 'Investors' section of the Company's website. This information includes the amount of the dividend and the level of

franking. If Shareholders require specific dividend information they can obtain this via the Share Registry website (see the Company's Share Registry above). Shareholders who do not have access to the internet should contact the Company's Share Registry with any dividend-related enquiries (requests to the Share Registry may attract an administrative charge).

12 Information to Beneficial Owners

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

13 Publishing and updating the Policy

13.1 Publishing of the Policy

The Policy will be made available by the Company for the benefit of all directors. In compliance with the ASX Corporate Governance Council Principles of Good Corporate Governance and Best Practice Recommendations, this Policy or a summary of its main provisions will also be published on the Company's website, for the benefit of Shareholders, the investment community, the media and members of the public.

13.2 Updating the Policy

The Board may approve updates and amendments of this Policy from time to time. All updates and amendments, and a consolidation, of the Policy (or a summary of its main provisions) will appear on the Intranet and the Company's website within a reasonable time after any such updates or amendments have been approved.

14 Approved and adopted

This policy was approved and adopted by the Board on 27 October 2020.