



**WDS LIMITED
SHAREHOLDER COMMUNICATIONS POLICY**

1. OVERVIEW

1.1 Purpose

The purpose of this Shareholder Communications Policy (Policy) is to:

- promote effective communications with shareholders of WDS Limited (WDS);
- ensure all information relevant to their shareholding is disseminated to shareholders; and
- encourage effective participation by shareholders at WDS General Meetings.

1.2 Scope

This Policy endorses the Australian Securities Exchange (ASX) Corporate Governance Council's *Corporate Governance Principles and Recommendations (ASX Principles)*.

1.3 Maintaining Shareholder Communications

WDS will ensure that:

- materials detailed in this Policy are available on the WDS website (www.wdslimited.com.au) within a reasonable timeframe;
- shareholder communications are distributed to shareholders in accordance with the *Corporations Act* and ASX Listing Rules (Listing Rules); and
- this Policy is updated and maintained as required.

1.4 Methods of Communication

The following methods of communication will be available to shareholders:

- telephone;
- mail;
- email;
- facsimile;
- via the ASX website (<http://www.asx.com.au>) (the code for ASX purposes is WDS);
- via the WDS Share Registry; and
- via the WDS website (under "Shareholder Services").

Contact details for the WDS Share Registry are detailed in paragraph 3.2.



2 ASX ANNOUNCEMENTS

2.1 Outline

WDS makes announcements to the ASX in accordance with the Listing Rules.

2.2 Availability

All announcements made to the ASX are available to shareholders:

- under the “Investor Relations” section of the WDS website under “ASX Announcements”);
- under the Company Announcements section of the ASX website; or
- by email notification (when shareholders provide their email address to WDS via the website and elect to be notified of all WDS announcements).

3 THE WDS SHARE REGISTRY

3.1 General

For all share related enquiries, shareholders should contact the WDS Share Registry.

3.2 Contact Details

Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235

Telephone:	+61 2 8280 7111
Facsimile:	+61 2 9287 0303
Email:	registrars@linkmarketservices.com.au
Website:	http://www.linkmarketservices.com.au

4 SHAREHOLDER DETAILS

If shareholders wish to amend any of their details on the WDS Share Register, they will need to complete the appropriate form and send it back to the WDS Share Registry. Alternatively, shareholders can amend their details electronically via the WDS “Shareholders Services” website. Forms available from the WDS Share Registry include:

- Electronic Shareholder Communications;
- Address Change Notification Advice;
- Name Correction Request and Indemnity;
- Request for Direct Credit of Payments;
- TFN or ABN Notification; and
- Annual Report Election.



5 ANNUAL GENERAL MEETINGS

5.1 General

WDS holds its Annual General Meeting in accordance with the requirements of the *Corporations Act*.

5.2 Date and Location of General Meeting

The date, time and location of the Annual General Meeting will be detailed:

- in the Notice of Annual General Meeting; and
- under the “Investor Relations” section of the WDS website (under “ASX Announcements”).

Alternatively, shareholders can contact the WDS Share Registry directly to obtain this information.

5.3 Notice of Meeting

The Notice of Meeting will be distributed to all shareholders prior to the Annual General Meeting pursuant to the timeframe set by the *Corporations Act*.

Archived versions of Notices of Meeting will be available under the “Investor Relations” section of the WDS website (under “Corporate Governance”).

5.4 Proxy Form

A proxy form allowing shareholders to appoint a proxy in the event they cannot attend the Annual General Meeting will accompany the Notice of Meeting distributed to all shareholders.

5.5 Questions From Shareholders

At the Annual General Meeting, shareholders can ask questions about or comment on the management of WDS and/or on the conduct of the audit and preparation and content of the auditor’s report.

5.6 Chairman’s Address

Any addresses from the Chairman and the Group Managing Director/Chief Financial Officer will be announced to the ASX prior to the commencement of the Annual General Meeting in accordance with the ASX Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). A copy of any address will also be made available under the “Investor Relations” section of the WDS website (under “Corporate Governance”).

5.7 Meeting Results

Results of all Annual General Meetings will be announced to the ASX at the conclusion of the General Meeting in accordance with the Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). Results will also be made available under the “Investor Relations” section of the WDS website (under “Corporate Governance”).



6 HALF-YEAR & FULL-YEAR RESULTS

6.1 Timing

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

6.2 Availability

As WDS' 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 paragraph 2.2). In addition, the results are accessible under the "Investor Relations" section of the WDS website (under "Corporate Governance").

7 ANNUAL REPORT

7.1 Timing

The Annual Report contains key financial information about WDS, as well as important operating and corporate information.

Unless the Share Registry has been notified otherwise, shareholders will receive notification that the Annual Report is available on the WDS website within the timeframe set by the *Corporations Act*.

If the Share Registry has received specific notification, particular shareholders will be sent an Annual Report (at the address recorded on the WDS Share Register).

7.2 Availability

Shareholders can elect not to receive an Annual Report or elect to be notified by email when the Annual Report is available on the WDS website. For either of these to occur, a shareholder must complete an Annual Report Election Form, available from the WDS Share Registry.

The Annual Report for the current year and previous years is available under the "Investor Relations" section of the WDS website (under "Reports").

8 CORPORATE GOVERNANCE

In accordance with Recommendation 6.1 of the *ASX Principles*, WDS has a "Corporate Governance" section on its website. The information available on the website includes, but is not limited to:

- Board Charter;
- Audit and Risk Management Committee Charter;
- Remuneration and Nominations Committee Charter;
- Health Safety Environment and Community Charter;
- Corporate Strategy and Business Development Committee;



- Code of Conduct and Ethics;
- Continuous Disclosure Policy;
- WDS Personnel Share Trading Policy;
- this Shareholder Communications Policy; and
- other governance material (including the WDS Corporate Governance Statement).

9 MEDIA RELEASES

Access to WDS media releases is available under the “Investor Relations” section of the WDS website (under “News & Presentations”). Media releases may be released to the market via the ASX in accordance with the Listing Rules.

10 BROKER REPORTS

Broker Reports are available under the “Investor Relations” section of the WDS website (under “Broker Reports”).

11 INFORMATION TO BENEFICIAL OWNERS

Beneficial owners of WDS are encouraged to contact the WDS Share Registry to arrange the direct receipt of shareholder materials.

12 TIME OF AVAILABILITY

Media releases, financial data and other releases referred to in this Policy will be retained on the website for at least 3 years.