



A.B.N. 64 063 656 333

Vietnam Industrial Investments Limited
POLICIES MANUAL

COMMUNICATION WITH SHAREHOLDERS

1. STRATEGY

The directors of Vietnam Industrial Investments Limited (“VII”) recognise the importance of forthright communication and in order to prosper and achieve growth, it must (among other things) earn the trust of employees, customers, suppliers, communities and shareholders by being forthright in its communications and consistently delivering on its commitments.

2. INFORMATION DISCLOSURE

In accordance with the disclosure requirements of the Corporations Act 2001 and the Australian Securities Exchange (“ASX”) Listing Rules, VII follows the following three main forms of information disclosure:

- * *Continuous Disclosure* – which is its core disclosure obligation and primary method of informing the market and shareholders.
- * *Periodic Disclosure* – in the form of full-year and half-year reporting and other reporting information together with corporate activities.
- * *Specific Information Disclosure* – as and when required, of administrative and corporate details, usually in the form of ASX releases.

Directors are committed to the promotion of investor confidence by ensuring that trade in the Company’s securities takes place in an efficient, competitive and informed market.

As such, VII will comply with the continuous disclosure obligations contained in the applicable Listing Rules of the Australian Securities Exchange and in so doing will immediately notify the market by announcing to the ASX on which its securities are listed, any information in relation to the business of VII that a reasonable person would expect to have a material effect on, or lead to a substantial movement in, the price or value of securities.

Further, all information made available to the ASX is immediately available to shareholders and the market on the Company’s website. The Company’s website is www.vii.net.au

The Board aims to ensure that shareholders are kept informed of all major developments affecting VII. Hence, in addition to its market disclosure, the Directors ensure shareholders are kept informed through a variety of other means:

- * Shareholders can gain access to information about the Group, including the annual report half-yearly and other reports, ASX announcements, key policies and other important information through the website at www.vii.net.au or the Company’s ASX announcements platform, where applicable.
- * In conducting briefings, VII takes care to ensure that any price-sensitive information released is made available to all shareholders (institutional and private) and the market at the same time and in accordance with the requirements of the ASX on which VII is listed.
- * Information is also released by e-mail to all persons who have requested their name to be added to the contact database. Any person wishing to be added to this database can do so by contacting the Company Secretary on administrator@vii.net.au.



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- * The principal communication with private investors is through the provision of the Annual Report and financial statements and the Annual General Meetings. The Annual Report is not only available to shareholders via the website and the Company's ASX announcements platform (where applicable) but is mailed to the shareholders (on their election) on an annual basis. Notice of Annual General Meetings is posted to shareholders at least 28 days in advance of the Meeting. Shareholders also receive notices in relation to all meetings in which shareholders are permitted to attend.
- * Communications to shareholders from the entity or its share registry should be formatted to be easily readable on a computer screen and other electronic devices commonly used for that purpose and include a printer-friendly option for those shareholders who wish to retain a hardcopy of the communication.
- * Shareholders can contact the Company via telephone, facsimile or email to facilitate for two-way communications with the Company and its directors.

3. PARTICIPATION AT GENERAL MEETINGS

Shareholders are encouraged to participate at all General Meetings and Annual General Meetings of the Company. Upon the dispatch of any notice of meeting to Shareholders, the Company Secretary shall send out material with that notice of meeting stating that all Shareholders are encouraged to participate at the meeting.

The directors recognise the rights of shareholders and encourage the effective exercise of those rights through the following means:

- * Notice of meetings are distributed in accordance with the Corporations Act and provides shareholders with the opportunity to attend general meetings.
- * Shareholders are encouraged to use their attendance at meetings to ask questions on any matter (discuss areas of concern or interest), with time being specifically set aside for shareholder queries.
- * In the event that a resolution is proposed, notices encourage shareholders participation through appointment of proxies or corporate representatives.
- * The Company is obliged under the Corporations Act to provide the auditor with notice of a general meeting. The Company has a policy of encouraging auditor attendance. In the event that the Company's auditor or their representative attends the Annual General Meeting, the Chairperson of that meeting will allow a reasonable opportunity for members to ask questions of the auditor concerning the relevant to the content of the Independent Auditor's Report or the conduct of the audit of the Financial Report.
- * Shareholders who are not able to attend the meeting and exercise their right to ask questions about, or make comments on, the management of the Company, are requested submit any questions they may have on the Questions from Shareholders Form of the Notice of General Meeting and return the form in person or by mail to Unit 5a, 1 Station Street, Subiaco WA 6008, Australia or by fax (61 8) 9218 8399 so that it is received seven (7) days prior to the meeting.
- * Every endeavour will be made during the Meeting to answer questions submitted by Shareholders. However, depending on the number and types of questions received, it may not be possible to respond to every submitted question, either at or after the Meeting. A written response will be also sent to the shareholders who are not able to attend the meeting



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- * The Company will consider how technology can be used to facilitate the participation of shareholders in meetings (such as holding meetings across multiple venues linked by video telecommunications).

4. SHAREHOLDER QUERIES

- * Shareholders queries should be referred to the Company Secretary in the first instance.
- * Shareholders can also contact the Security Transfer Registrars (share registry) via telephone, facsimile or email to receive communications authorised by the Company.
- * Shareholders with queries about their holdings should contact the Company's share registry Security Transfer Australia on 1300 992 916, fax number +61 8 9315 2233 or email Registrar@securitytransfer.com.au. Their address is 770 Canning Highway APPLECROSS WA 6153.

Effective Date: 13 November 2017