



## Shareholder Communication Policy

### Purpose

Atomo Diagnostics Limited (**Atomo** or the **Company**) is committed to communicating effectively with investors and providing balanced and understandable information about itself and its corporate proposals to the market.

### ASX announcements

Atomo makes announcements to the ASX in accordance with its continuous disclosure and periodic reporting obligations under the ASX Listing Rules, under ASX Code 'AT1'.

ASX Announcements made by Atomo may be accessed by shareholders via:

- (a) ASX website - <https://www.asx.com.au/asx/statistics/announcements.do>
- (b) Atomo's website – <https://investors.atomodiagnosics.com/investor-centre/?page=asx-announcements>
- (c) email notification, where shareholders subscribe via Atomo's website for email alerts regarding Atomo ASX announcements:  
<https://investors.atomodiagnosics.com/subscriptions/>

### Atomo's share registry

Shareholders are able to access information relevant to their Atomo shareholding via the website of Atomo's Share Registry, Link Market Services.

Shareholders who do not have access to the internet should contact Link Market Services Limited on +61 1300 554 474 or via email on [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au) with any enquiries relating to their shareholdings.

Shareholders are given the option to receive communications from, and send communications to, Atomo and its Share Registry, electronically.

### Shareholder meetings

Atomo will usually hold its Annual General Meeting (**AGM**) in October or November each year. The specific date, time and location of each AGM and any subsequent general meetings called by Atomo will be detailed:

- (a) in the relevant Notice of Meeting; and
- (b) on Atomo's website.

Shareholders can also contact Atomo's Share Registry to obtain this information.

A Notice of Meeting will be distributed to all shareholders prior to any shareholder meeting and within the timeframe set by Atomo's Constitution and the ASX Listing Rules. The Notice of Meeting will also be available via the Investor Centre section of Atomo's website.



Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to Atomo's Board of Directors, management and external auditor. Atomo welcomes and encourages shareholder participation at its AGMs, either by attendance in person, by proxy or other legally appointed representative and by any technological means made available by Atomo. Shareholders who are unable to attend an AGM will be given the opportunity to submit questions and comments ahead of the meeting, and where appropriate those questions will be answered at the meeting.

The Chair of Atomo's AGM will allow a reasonable opportunity for shareholders to ask questions about or make comments on the management of the Company.

The Chair's address (and any address by the Chief Executive Officer) to an AGM will be released to the market immediately prior to the commencement of the AGM. It, along with any webcast made or transcript kept, will be available to shareholders via Atomo's website in the same manner as other ASX announcements.

Atomo's external auditor will be required to attend each AGM and the Chair of an AGM will allow a reasonable opportunity for Atomo's shareholders to ask the auditor or the auditor's representative questions relevant to the conduct of the audit, the preparation and conduct of the auditor's report, the accounting policies adopted by Atomo in relation to the preparation of the financial statements and the independence of the auditor in relation to the conduct of the audit. Atomo believes that allowing questions of the auditor by members, is important in both promoting and encouraging member participation at AGMs and providing balanced and understandable information to members.

Important issues requiring shareholder approval are put to the vote of shareholders for their approval. The shareholders are also responsible for voting on the appointment of Directors. All substantive shareholder resolutions (that is, resolutions that are not procedural resolutions) will be conducted by a poll.

## **Annual Report**

Atomo's Annual Report will be released in October or November each year and will contain Atomo's full year financial statements, a report from Atomo's Directors, a report on the remuneration of Atomo's Directors and key management personnel as well as important operating and corporate information.

The default method for shareholders to receive Atomo's Annual Report is electronically via Atomo's website. Shareholders who wish to receive a printed copy of the Annual Report should contact Atomo's Share Registry (see above for contact details).

Atomo's Annual Report will be released on ASX and shareholders who have elected to receive electronic shareholder communications will be notified by email when the Annual Report is available.

## **Half-year and full-year results**

Atomo's preliminary financial results for the full year ending 30 June will be reported in August each year with the audited financial results following in September.

The financial results for the half year ending 31 December will be reported in February each year. The half-year report contains summarised financial information and a review of Atomo's operations during the half year.



As the half-year and full-year financial statements are announced on the ASX pursuant to the ASX Listing Rules, they will be available to shareholders in the same manner as other ASX announcements. The announcements will also be accessible via Atomo's website.

## **Corporate Governance**

In accordance with the ASX Corporate Governance Council's Corporate Governance Recommendations, Atomo provides information about its governance to investors via its website. There is a 'Corporate Governance' section on Atomo's website where all relevant corporate governance information can be accessed.

Atomo also releases an annual Corporate Governance Statement in accordance with the ASX Listing Rules. It will be included in or accompany Atomo's Annual Report each year and will be available in the 'Corporate Governance' section of Atomo's website.

## **Investor and analyst briefings**

At the time of the announcement to the ASX of Atomo's half-year and full-year results, Atomo may conduct investor briefings, the details of which will be released on ASX. Investor and analyst briefings may occur at other times during the year as the Board deems appropriate.

Prior to giving a new and substantive investor or analyst presentation, Atomo will release a copy of the presentation materials to the market ahead of the presentation and the presentation materials will be made available to all shareholders via Atomo's website.

## **Information for beneficial owners**

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

## **Questions about this policy**

Any questions about this policy should be directed to the Company Secretary.

## **Review of this policy**

This Policy will be reviewed at least annually to ensure that it remains effective and consistent with the law and recommended corporate governance practice.

**Effective date:** 22 June 2020