

BRIDGE SaaS LIMITED
ABN 14 130 148 560
(COMPANY)

SHAREHOLDER COMMUNICATIONS POLICY

1. Purpose

The Board aims to ensure that shareholders are informed of all major developments.

Communication between the Board, the shareholders and the broader investment community is encouraged, subject to compliance with the continuous disclosure obligations contained in the ASX Listing Rules and the *Corporations Act 2001* (Cth) (**Corporations Act**), and the Company's Continuous Disclosure Policy.

Information is communicated to shareholders as set out in this Policy.

2. Reports to shareholders

2.1 The Annual Report is made available on the Company website as well as through ASX announcements. A copy is sent to shareholders who specifically request a copy. The Board ensures that the Annual Report includes relevant information about the operations of the Company during the year, changes in the state of affairs of the Company and details of future developments, in addition to the other disclosures required by the Corporations Act and the ASX Listing Rules.

2.2 The Half-Yearly Report contains summarised financial information and a review of the operations of the Company during the period. Half-yearly reviewed financial statements prepared in accordance with the requirements of Accounting Standards and the Corporations Act are lodged with the Australian Securities and Investments Commission and the ASX. The Half-Yearly Report is sent to any shareholder who requests them.

2.3 At the end of each quarter an update of activities and cash flow and any other significant items will be issued to the market. The Quarterly Activities Report and the Quarterly Cash Flow Report for Entities Subject to Listing Rule 4.7B (Appendix 4C) will be lodged with the ASX by the last business day in January, April, July and October each year. Each Quarterly Report will be placed on the Company website as soon as practicable after it has been released to the ASX.

3. Verifying periodic corporate reports

3.1 The Company is committed to providing securityholders and other external stakeholders with timely, consistent and transparent corporate reporting. The process which is followed to verify the integrity of the Company's periodic corporate reports is tailored based on the nature of the relevant report, its subject matter and where it will be published. However, the Company seeks to adhere to the following general principles with respect to the preparation and verification of its corporate reporting:

- (a) periodic corporate reports should be prepared by, or under the oversight of, the relevant subject matter expert for the area being reported on;
- (b) the relevant report should comply with any applicable legislation or regulations;
- (c) the relevant report should be reviewed (including any underlying data), with regard to ensuring it is not inaccurate, false, misleading or deceptive; and
- (d) where required by law or by the Company's policies, relevant reports authorised by release by the appropriate approver required under that law or policy.

4. ASX announcements

- 4.1 Significant developments affecting the Company may be the subject of an ASX announcement under the Company's Continuous Disclosure Policy. Regular reports are also released through the ASX and the media.
- 4.2 All announcements and other information released to the ASX will be available on both the ASX website and the Company's website as soon as practicable after release.

5. Annual General Meetings

- 5.1 The Board encourages full participation of shareholders at the Annual General Meeting to ensure a high level of accountability and identification with the Company's strategy and goals. In preparing for general meetings of the Company, the Company will draft the notice of meeting and related explanatory information so that they provide all of the information that is relevant to shareholders in making decisions on matters to be voted on by them at the meeting. This information will be presented clearly and concisely so that it is easy to understand and is not ambiguous.
- 5.2 The Company will use general meetings as a tool to effectively communicate with shareholders and allow shareholders a reasonable opportunity to ask questions of the Board and to otherwise participate in the meeting.
- 5.3 The external auditor of the Company will be asked to attend each Annual General Meeting of the Company and be available to answer shareholder questions about the conduct of the audit and the preparation of the Auditor's Report.
- 5.4 Important issues are presented to the shareholders as single resolutions. The shareholders are also responsible for voting on the appointment of Directors.
- 5.5 All substantive resolutions at the Annual General Meeting will be decided by a poll rather than a show of hand. This does not apply to procedural resolutions. Whether a poll is called on procedural resolutions is generally a matter for the Chair of the meeting.

6. Analyst, investor and media briefings

- 6.1 Analyst and media briefings may be conducted at various times throughout the year. Any materials distributed at such briefings will be posted on the Company website and lodged with the ASX prior to the time of the briefing.
- 6.2 Investor meetings, site visits and one-on-one briefings with the financial community and/or institutional investors or analysts may be held from time to time. At those meetings the Company will not disclose any information that a reasonable person might regard as being price sensitive unless such information has previously been released to the market through the ASX or is otherwise already in the public domain.
- 6.3 If information that a reasonable person might regard as being price sensitive and which has not previously been released to the market through the ASX is inadvertently released at any meeting, then the Company will release such information to the ASX immediately.

7. Website

- 7.1 [The Company is committed to maintaining a Company website with general information about the Company and its operations and information specifically targeted at keeping the Company's shareholders informed about the Company.
- 7.2 In particular, where appropriate, after confirmation of receipt by the ASX, the following will be posted to the Company website:
 - (a) relevant announcements made to the market via the ASX;

- (b) media releases;
- (c) investment updates;
- (d) Company presentations and media briefings;
- (e) copies of Quarterly Reports for the preceding 18 months; and
- (f) copies of Annual Reports for the preceding three years and a copy of the most recent Half-Yearly Report.

8. Opting in to receive electronic communication

As part of the Company's investor relations program, shareholders may register with the Company on its website at <https://bridge.website/invest> providing their name and email address to receive email notifications when an announcement is made by the Company.

- 8.1 The default option for receipt of a copy of the Annual Report is via the Company's website, however all shareholders have the option of receiving, free of charge, a printed copy of the Annual Report or alternatively may elect to receive the Annual Report via email by notifying the Company's Share Registry of this election.

9. Shareholder enquiries

- 9.1 Shareholders and the investing public may at any time make a request for Company information to the extent such information is publicly available.

Shareholders should direct any enquiries through the Company website at hello@bridge.website or alternatively, shareholders may contact the Company Secretary on (08) 6559 1792

- 9.2 For enquiries regarding their shareholdings, shareholders may contact the Company's Share Registry on the details below:

Automic Group Registry

Phone: **1300 288 664**
 Web: www.automic.com.au
 Email: hello@automic.com.au
 Postal Address: **Level 5, 126 Phillip Street Sydney NSW 2000**

10. Other information

While the Company aims to provide sufficient information to shareholders about the Company and its activities, it understands that shareholders may have specific questions and require additional information. To ensure that shareholders can obtain all relevant information to assist them in exercising their rights as shareholders, the Company has made available a telephone number and relevant contact details (via the website) for shareholders to make their enquiries.

11. Authorised spokesperson

In the first instance, the Chairman should make all public statements on behalf of the Company. If the Chairman is not available, then public statements can be made by the Managing Director (or person in an equivalent role).

12. Review

This Policy will be formally reviewed by the Board each year to check that it is operating effectively and whether any changes are required.