



# Securityholder Communication Policy

Newmark REIT Management Limited

November 2021

## Policy details

<b>Compliance Policies and Procedures</b>	
<b>Chapter</b>	External Affairs & Communications
<b>Section</b>	Relations with the Public
<b>Document</b>	Securityholder Communication Policy
<b>Document number</b>	800-2
<b>Description</b>	Document describing the policies and procedures adopted by the Group with respect to effective communication with securityholders and other stakeholders, and compliance with the ASX Corporate Governance Principles and Recommendations.
<b>Adopted</b>	12 November 2021
<b>Next review</b>	12 November 2022

## Version history

<b>Date</b>	<b>Author(s)</b>	<b>Notes</b>
12 November 2021	Peter Hulbert	Adopted 12 November 2021

# Contents

1.0	Introduction .....	3
1.1	Policy background .....	3
2.0	Disclosure Events .....	3
2.1	Methods of communication .....	3
2.2	ASX Releases .....	3
2.3	Group's website .....	3
2.4	Group's annual and half-yearly results announcements .....	4
2.5	Annual Report.....	4
3.0	Investor Relations Program.....	4
4.0	General Meetings .....	5
4.1	General meetings .....	5
4.2	Notice of general meetings.....	5
5.0	Use of Electronic Communication and Other Technology .....	5
6.0	Review .....	5



## 1.0 Introduction

---

### 1.1 Policy background

Newmark REIT Management Limited (**NRML**) as responsible entity for each of Newmark Hardware Trust and Newmark Capital (Chadstone) Property Trust (each a **Trust** and together **Newmark Property REIT**) and entities owned by NRML or Newmark Property REIT (the **Group**) recognise that securityholders and other stakeholders of Newmark Property REIT are entitled to be informed in a timely and readily accessible manner of all material information concerning Newmark Property REIT.

The purpose of this Policy is to promote effective communication with securityholders and other stakeholders by:

- (a) ensuring that all securityholders have equal and timely access to material information concerning Newmark Property REIT through a series of regular disclosure events during the financial year;
- (b) designing and implementing an investor relations program; and
- (c) encouraging effective securityholder participation at general meetings of Newmark Property REIT (if held).

This Policy supplements the Group's Continuous Disclosure Policy which is also available on Newmark Property REIT's website. The purpose of the Continuous Disclosure Policy is to assist the Group to comply with its continuous disclosure obligations under the *Corporations Act 2001* (Cth) (**Corporations Act**) and the ASX Listing Rules. The Continuous Disclosure Policy sets out the Group's processes for identifying information that may have a material effect on the price or value of the Newmark Property REIT's securities and disclosing that information to the market.

## 2.0 Disclosure Events

---

### 2.1 Methods of communication

Information is provided to securityholders and other stakeholders through:

- (a) releases to ASX in accordance with the Group's continuous disclosure obligations;
- (b) the Group's website;
- (c) the Group's annual and half-yearly results announcements;
- (d) the Group's Annual Report; and
- (e) the general meetings of Newmark Property REIT (if held).

### 2.2 ASX Releases

The Group makes announcements to ASX in accordance with the ASX Listing Rules, the Corporations Act and the policies and procedures set out in the Group's Continuous Disclosure Policy.

All announcements made to ASX are available to securityholders on the Group's website ([www.newmarkcapital.com.au/npr](http://www.newmarkcapital.com.au/npr)) or under the group announcements section of the ASX website.

### 2.3 Group's website

The Group's website is the primary medium for providing information to all securityholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner. It is continually updated.



The Group's website includes, among other things:

- (a) statements lodged with ASX;
- (b) recent announcements;
- (c) annual and half-yearly results announcements;
- (d) disclosure documents;
- (e) notices of general meetings (including any Annual General Meeting) (if held);
- (f) the Annual Report for the Group;
- (g) notices of significant group briefings (if any);
- (h) other presentations and briefings given to analysts;
- (i) security price information and distribution history;
- (j) market information;
- (k) information concerning any current distribution reinvestment plan and any securities purchase plan; and
- (l) general information on the Group and its activities.

The corporate governance section of the Group's website includes information about the Group's Directors, the constitution, board and committee charters and other policies that are likely to be of interest to securityholders and other stakeholders.

## 2.4 Group's annual and half-yearly results announcements

The Group announces its financial results twice a year through an announcement to ASX and briefings to media and market analysts. Results announcements provide a summary of the Group's overall performance for the period, including profit, operating revenue, earnings per security and details of investor distributions.

## 2.5 Annual Report

The Group's full Annual Report is released to the ASX and made available on the Group's website. The Annual Report contains key financial, operating and corporate information about the Group in a concise format.

The Annual Report is emailed to all securityholders to the email address recorded on the Group's register. Upon request to the Group's security registry, a hard copy of the Annual Report can be mailed to securityholders.

## 3.0 Investor Relations Program

---

The Group will implement an investor relations program which may include a number of scheduled and ad hoc presentations and interactions with institutional investors, private investors, sell-side and buy-side analysts and the financial media.

At a minimum, so as to ensure that securityholders and other stakeholders have a full understanding of the Group's performance and strategies, the Group will convene analyst briefings twice a year on the financial performance and objectives of the Group.



Ahead of a new and substantive presentation to institutional investors or analysts, a copy of the presentation materials will be released to the ASX Market Announcements Platform and posted on the Group website.

Where practicable, the Group will consider providing securityholders the opportunity to participate in such investor or analyst presentations, for example, by providing them with dial-in details or providing a link to a live webcast. If that is not practicable, the Group will consider making a recording or transcript of the presentation available on its website, as soon as it reasonably can.

These updates provide an opportunity for analysts to speak directly with senior management and ask questions. These briefings are governed by strict protocols that ensure comments are restricted to information previously disclosed to the market or information which is not price sensitive.

Supporting information, such as management presentations are made available online on the Group's website.

## 4.0 General Meetings

---

### 4.1 General meetings

If called, securityholders are encouraged to attend or, if they are unable to attend, to vote on the resolutions proposed by appointing a proxy or using any other means included in the relevant notice of general meeting.

### 4.2 Notice of general meetings

If called, the Group will seek to ensure that the form, content and delivery of notices of general meetings comply with the Group's constitution, the Corporations Act and the ASX Listing Rules.

The full text of any notice of general meeting will be made available on the Group's website.

## 5.0 Use of Electronic Communication and Other Technology

---

The Group encourages securityholders to receive Group information electronically by registering their email address online with the Group's security registry. The Group also provides securityholders with the option to send communications to the Group electronically.

Other methods of communication are also available to securityholders and other stakeholders, including telephone, mail and facsimile.

The Group may consider the use of other reliable technologies as they become widely available.

## 6.0 Review

---

This Policy will be reviewed by the Company Secretary annually.

Material changes or changes to this Policy required by Law will be recommended to the Audit, Risk and Compliance Committee for review and approval and to the Board for final approval.

Newmark REIT Management Limited  
ACN 644 715 382  
AFSL 526690  
Level 17, 644 Chapel Street, South Yarra, VIC, 3141  
T. +61 3 9820 3344  
[info@newmarkcapital.com.au](mailto:info@newmarkcapital.com.au)  
[www.newmarkcapital.com.au](http://www.newmarkcapital.com.au)

