



TREASURY  
WINE ESTATES

# Communications Policy

## Treasury Wine Estates

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This policy sets out the standards and the requirements for communicating with our stakeholders. It is consistent with both the Australian Securities Exchange (ASX) Corporate Governance Council's *Corporate Governance Principles and Recommendations* and the Australasian Investor Relations Association (AIRA) Best Practice Investor Relations: Guidelines for Australasian Listed Entities.

### Quick Facts

- TWE is committed to providing stakeholders with access to the latest information available in a timely manner.
- TWE's primary channels for shareholder communications are the TWE website ([www.tweglobal.com](http://www.tweglobal.com)), ASX Announcements, Annual Reports and Annual General Meetings.
- TWE supports the use of electronic communication with investors to provide environmental and economic benefits to its investors.
- TWE shareholders may contact the share registry, Computershare Investor Services Pty Ltd, for information about the method in which they receive shareholder communications.
- This policy is regularly reviewed by the Board and will be amended (as appropriate) to reflect current best practice in communications with shareholders.

### TWE's website

The TWE website will provide the following information for shareholders:

- ASX Announcements
- Annual Reports
- Notice of Meeting and accompanying explanatory material
- Half and Full Year Results
- Presentations and Conference Calls (Webcasts)
- Details of Annual General Meetings
- Key Dates
- Shareholder Information
- Our Constitution and Corporate Governance Policies
- Investor Contacts

The TWE website will eventually also provide an archive of historical Announcements, Annual Reports, Financial Results, Investment Presentations and the Dividend history.

## **ASX announcements**

TWE makes announcements to the ASX in accordance with its Disclosure Policy and as required by the ASX Listing Rules and these are available to stakeholders via the TWE website or the ASX website.

## **Annual reports**

The Annual Report is a comprehensive means of communicating with shareholders about our activities, operations and performance over the past financial year.

The default option for shareholders receiving the Annual Report is via the TWE website. Stakeholders who wish to receive a hard copy of the Annual Report must elect to do so via the share registry.

## **Half and full year results**

The financial results for the half year ended 31 December are likely to be reported in February and full year results ended 30 June are likely to be reported in August.

The results are announced to the ASX and available to shareholders in the same manner as other ASX Announcements.

## **Presentations and conference calls**

TWE provides stakeholders with the opportunity to view webcasts or read transcripts of presentations and conference calls which are posted to our website.

## **Annual General Meetings**

The date, time and location of the Annual General Meeting or other General Meetings are contained in the Notice of Meeting sent to all shareholders. All Notices of Meetings and accompanying explanatory material are released to the ASX and posted on our website.

Shareholders may lodge a proxy either via mail, facsimile or electronically. Details of how to lodge a proxy can be found in the Notice of Meeting.

Shareholders may lodge electronic proxies via the TWE website. Shareholders who have elected to receive the Notice of Meeting and Proxy via email will be sent a direct link to online proxy voting.

Shareholders are invited to submit questions about the company and/or on the conduct of the audit and preparation and content of the auditor's report prior to the Annual General Meeting. The more frequently asked questions are typically addressed at the meeting.

## **Receiving communications via email**

Shareholders may elect to receive communications online by registering their email address with the share registry as follows:

- Go to the Shareholder Information section of the website which is located under the Investor section.
- Click on the Easy Updates icon and input your details.
- Registered shareholders will then receive an e-mail alert with a link to the relevant part of the website whenever shareholder communications are released.
- Shareholders who elect to receive communications from TWE by email will not receive communications by post.
- It is the responsibility of shareholders to keep a current e-mail address and to notify the share registry of any changes to these details.

The **TWE online share registry** is located under the Shareholder Information section of the TWE website. This service enables shareholders to update their details online, check their shareholding, download statements, change their communication elections and download commonly used forms.

### **Beneficial owners**

Beneficial owners can receive copies of annual reports and Notices of Meetings by making a request to the share registry or TWE's investor relations.

### **Company Contacts**

#### **Shareholders** (*you will need your SRN or HIN*)

Computershare Investor Services Pty Ltd  
Yarra Falls, 452 Johnston Street  
Abbotsford VIC 3067  
GPO Box 2975  
Melbourne VIC 3001  
Ph: 1800 158 360  
Ph: +61 3 9415 4208 (outside Australia)  
Facsimile: + 61 3 9473 2500  
Email: [web.queries@computershare.com.au](mailto:web.queries@computershare.com.au)  
Website: [www.computershare.com.au](http://www.computershare.com.au)

#### **Investor Relations**

Investor Relations  
Treasury Wine Estates Limited  
77 Southbank Boulevard  
Southbank VIC 3006  
Telephone: +61 3 8626 3181  
Facsimile: + 61 3 8626 2070  
Email: [investors@treasurywineestates.com](mailto:investors@treasurywineestates.com)  
Website: [www.tweglobal.com](http://www.tweglobal.com)

Adopted 29 June 2011