

# **SHAREHOLDER COMMUNICATIONS POLICY**

#### **PREAMBLE**

The Board of Sheffield Resources Limited ("Sheffield" or "the Company") aims to ensure that Sheffield's shareholders are provided with balanced and understandable important information in a timely manner through written and electronic communications.

Sheffield promotes direct communications with shareholders and encourages shareholders to address their questions or requests for information directly to Sheffield's directors, management or investor relations representative, as appropriate.

#### WRITTEN INFORMATION AND COMMUNICATIONS

Sheffield adheres to the continuous disclosure requirements under the ASX Listing Rules and the Corporations Act 2001 (Cth) as specified in Sheffield's Continuous Disclosure Policy and will promptly release to the ASX all communications of material information, including but not limited to, financial statements and drilling results.

Electronic communications sent by Sheffield will not be used to "tip" or "leak" material information and all electronic communications will comply with applicable laws and regulatory regimes.

Sheffield's Annual Report is the main communication document provided to shareholders following the end of each financial year. The annual report will be made easily available to shareholders and other stakeholders in a timely manner, in both hard copy by request of individual shareholders and on-line at either the ASX website or Sheffield's website. In addition to meeting all statutory requirements set by the Corporations Act 2001 (Cth) and the ASX Listing Rules, Sheffield's annual reports contain information to assist shareholders to understand how Sheffield's operational and financial results were achieved, what changes in the state of affairs of Sheffield have occurred in that year and the details of future projects and developments.

Sheffield's half-yearly report contains summarised audited financial information and a review of the operations of Sheffield during that half-year period. Half-yearly audited financial statements are prepared and lodged with the ASX and are sent to any shareholder who requests them. Sheffield's quarterly reports are also available to any shareholder who requests them.

All financial information reported by Sheffield will include commentary on Sheffield's financial results to enhance the clarity and balance of reporting for the benefit of shareholders.

## **ELECTRONIC COMMUNICATIONS**

Sheffield acknowledges the efficiencies and effectiveness of communicating to shareholders electronically, by posting company information to Sheffield's website and circulating notices and communications via email. Sheffield's website is frequently updated by the Company Secretary, from which Sheffield's ASX announcements to the market and related information such as financial data that can be freely downloaded.

Sheffield is committed to ensuring appropriate security is in place to maintain its website's integrity.

Shareholders can request to be added to Sheffield's email distribution list by making a request either at Sheffield's website or via email to the Company Secretary. Shareholders on Sheffield's email distribution list receive ASX announcements and press releases promptly following their release.

Sheffield will also release a written version of the Chairperson's address at an annual general meeting, where one is prepared, however Sheffield does not yet offer webcasting or teleconferencing so that shareholders can be present at general meetings of Sheffield in this manner.

#### **MEETINGS**

All shareholders have the right to attend Sheffield's annual general meetings and general meetings held from time-to-time. Shareholders are encouraged to attend and participate in the meetings and are also encouraged to submit questions to the Board either in writing prior to the meeting or at the time when shareholders are given an opportunity to ask questions of the Board for answer during the meeting.

# **ACCESS TO DIRECTORS, MANAGEMENT AND AUDITORS**

Shareholders may at any time direct questions or requests for information to Sheffield's directors or management through Sheffield's website or by contacting Sheffield's investor relations representative. All proposed responses to shareholder requests for information must be provided to the Managing Director for approval before submitted to the shareholder.

A representative of the external auditor of Sheffield must attend, either physically or via teleconference, each annual general meeting and be available and prepared to answer shareholder questions about the conduct of the audit, the preparation and content of the auditor's report and any general questions about the financial statements themselves.

### **AMENDMENT OF THIS POLICY**

This policy has been adopted by the Board. Any amendment to this policy can only be approved by the Board.

#### **REVIEW OF THIS POLICY**

The Company Secretary will periodically conduct a review of this policy and the effectiveness of Sheffield's standards of conduct with respect to the objects of this policy to ensure compliance with the law and determine the extent to which the ASX Corporate Governance Council's Principles and Recommendations ("ASX Principles") have been met. The Company Secretary will report to the Board with his or her recommendations for consideration by the Board.

# **DISCLOSURE**

A copy of this policy should be made available on Sheffield's website and is to be made available to shareholders of Sheffield upon request.