

Securities Holder Communication Policy

Introduction

1. Ampol Limited (ASX and NZX: ALD) supports governance practices that are designed to give a clear and factual picture of our business performance and promote engagement with our shareholders.
2. This policy sets out Ampol's approach to engaging with our shareholders and encourage participation at general meetings.
3. Ampol's wholly-owned subsidiary Z Energy Limited is committed to providing a high standard of communication to Z Energy's bondholders.
4. This policy should be read together with Ampol's Continuous Disclosure Policy which sets out how Ampol and Z Energy respectively comply with the continuous disclosure obligations under the ASX Listing Rules, the NZX Listing Rules, the *Corporations Act 2001* (Cth) (Corporations Act) and the Financial Markets Conduct Act 2013 (NZ (FMC Act) (as applicable).

Communication Principles

5. Through clear and timely communication, Ampol provides investors with access to factual information to enable them to make informed assessments of Ampol's performance.
6. Ampol uses clear and concise language in communicating with shareholders but recognises the nature of our complex operations will mean industry terminology is required from time to time in order to more accurately communicate company performance.
7. Ampol provides investors with equal and timely access to market sensitive information, and adopts practices, as outlined in the Ampol Continuous Disclosure Policy, to prevent selective disclosure of market sensitive information.
8. Ampol encourages the use of electronic communication with investors including via the following channels:
 - Ampol website (www.ampol.com.au);
 - email ampol@boardroomlimited.com.au for Australia, and ampol@linkmarketservices.com for New Zealand; and
 - webcast and conference calls, as scheduled by Ampol.

Communications with Ampol shareholders

ASX and NZX announcements

9. Ampol makes announcements to the ASX and the NZX in accordance with the ASX Listing Rules and the NZX Listing Rules (to the extent they apply to Ampol as a foreign exempt issuer on the NZX).
10. All announcements to the ASX and the NZX are made available to investors on the Ampol website as soon as practical following confirmation of release of the announcement by the ASX and the NZX.

Financial results & results briefings

11. Ampol reports financial results twice a year, in accordance with the Corporations Act and the ASX Listing Rules. Financial results for the first half (for the six months ending 30 June) are reported in August, while the full year results (for the 12 months ending 31 December) are reported in February. These dates and relevant links are provided on the Ampol website.
12. On these occasions, Ampol releases to the ASX and at the same time as, or promptly and without delay after, the NZX:

- the relevant financial report for the period;
- a media release;
- an investor and analyst presentation; and
- any other documents required by the ASX Listing Rules or the NZX Listing Rules (to the extent Ampol is required to do as a foreign exempt issuer on the NZX).

This material can be viewed on the ASX and NZX website at the time of release and is also available on the Ampol website.

13. On the day of results, investor and analyst briefings are delivered by the Chief Executive Officer & Managing Director (MD&CEO) and Chief Financial Officer and include a formal presentation followed by a question and answer session. Participants are invited to attend in person (when available), online or by webcast.
14. An archive copy of the most recent webcast of the Investor and Analyst Presentation is available to shareholders on the Ampol website.
15. An investor roadshow will take place in the days following results, including one-on-one and group meetings with key investors and analysts. Discussions in these meetings are restricted to information previously disclosed to the ASX and NZX.

Investor and analyst briefings

16. From time to time, Ampol may hold investor and analyst briefings to discuss various aspects of the company's operations. In line with the ASX Listing Rules and the Ampol Continuous Disclosure Policy, no information will be provided in these briefings that has not previously been released to the ASX and the NZX. For internal use, a summary record of the issues discussed at group or one-on-one briefings with investors and analysts is maintained. The record generally also includes details of those present, and the time and place of the meeting.
17. To prevent inadvertent disclosure of material information, during the periods between the end of Ampol's financial reporting periods and the results announcements, Ampol's directors and officers may not discuss any financial information, broker estimates or forecasts with investors, analysts or the media unless that information has previously been disclosed to the ASX and the NZX.

Ampol Annual General Meeting

18. The Ampol Annual General Meeting (AGM) is held before the end of May each year and Ampol's intent is to encourage participation of shareholders.
19. The time, date and details of the AGM is available to shareholders in the notice of meeting which is lodged with ASX and the NZX, and made available on the Ampol website.
20. The notice of meeting is drafted to clearly state and explain the nature of the business of the meeting with consideration to guidelines issued by bodies including the ASX Corporate Governance Council. The notice of meeting gives clear guidance on Board recommendations on resolutions.
21. Shareholders are encouraged to participate and vote at the AGM or, if they are unable to attend, they are encouraged to vote by proxy on any resolutions to be decided at the meeting.
22. At the AGM, shareholders have the opportunity to ask questions about Ampol's operations and performance.
23. In accordance with the Corporations Act, shareholders may also submit questions to Ampol's external auditor in relation to the conduct of their audit of Ampol's annual financial report, the preparation and content of the auditor's report, accounting policies adopted by the company in relation to the financial statements and the auditor's independence in relation to the conduct of the audit.
24. The Chairman's address and the Chief Executive Officer's address to the AGM are released to the ASX and the NZX prior to commencement of the AGM and are made available to shareholders on the Ampol website as soon as practical following confirmation of release from the ASX and the NZX.
25. Following the AGM, the results of voting on resolutions put to the meeting are released to the ASX and the NZX and are also made available on the Ampol website.

Ampol Annual Report

26. The Ampol Annual Report is lodged with the ASX and the NZX and made available to shareholders. The timing of the publication of the Annual Report is in accordance with the timeframes set by the Corporations Act. All previous years' reports for the past 7 years are available on the Ampol website or by contacting the Share Registry.
27. Ampol encourages shareholders to elect to receive all shareholder communications electronically or refer to the Ampol website. Shareholders are also encouraged to send communications to the Share Registry electronically.
28. Shareholders can elect to receive shareholder communications in hard copy by contacting the Share Registry.
29. Ampol may also issue a Half Year Report or a Chairman's Letter summarising the results for the half year (ending 30 June) which is lodged with the ASX and the NZX, and made available to shareholders.

One-on-one meetings

30. Ampol's policy for one-on-one meetings with investors and analysts is detailed in the Ampol Continuous Disclosure Policy.

Conference calls

31. The content of any call with investors is restricted to information that has been previously released to the ASX and the NZX. Further details can be found in Ampol's Continuous Disclosure Policy.

Commenting on analyst reports and forecasts

32. Ampol will only comment on information contained in an analyst's report to the extent that the information:
 - has been previously disclosed by Ampol to the ASX and the NZX or is otherwise in the public domain; and
 - the analyst's report contains factual inaccuracies relating to that information.
33. Ampol will not endorse, or be seen to endorse, analyst reports or the information contained in the reports. This means that Ampol will not:
 - externally distribute an individual analyst's projections or reports;
 - refer to an individual analyst's recommendations on our website unless also referring to all other recommendations from analysts who formally report on Ampol; or
 - comment on an individual analyst's recommendations or proprietary research, unless it contains factual inaccuracies.
34. A copy of Ampol's financial calendar is available to shareholders on the Ampol website. The financial calendar lists the dates of the AGM, proposed dividend record and payment dates and full year and half year results announcements.

Dividends

35. Statements for any declared dividend will be made available to shareholders on or around the date the dividend is paid.
36. Shareholders can obtain historical information regarding dividend payments on the Ampol website. This information includes the amount of the dividend paid and the record date.
37. Shareholders seeking specific information regarding dividend payments, or method of payment, should contact the Share Registry.

Chat rooms, blogs or other communication channels

38. Ampol and Z Energy do not participate in any informal communication in relation to their respective performances.

ASX, NZX and Media Releases

39. ASX and Media releases for the current year, and recent years (at least 3 years), are available on the Ampol website. Those that contain information deemed important to investors will be released to the ASX and at the same time as, or promptly and without delay after, the NZX, in line with ASX Listing Rules and the NZX Listing Rules (to the extent they apply to Ampol as a foreign exempt issuer on the NZX).

Communications with investors in Z Energy listed bonds

40. Z Energy makes announcements to the NZX in accordance with the NZX Listing Rules (to the extent they apply to Z Energy as a debt issuer on the NZX).
41. All announcements to NZX are made available to investors on the Z Energy website as soon as practical following confirmation of release of the announcement by the NZX.
42. Z Energy reports financial results twice a year, in accordance with the FMC Act and the NZX Listing Rules. Financial results must be released through NZX within 60 days of each financial half year or financial year end. These dates and relevant links are provided on the Z Energy website.
43. Z Energy will also prepare and release through NZX and the New Zealand Companies Office a Z Energy annual report within three months of its financial year end.
44. To prevent inadvertent disclosure of material information, during the periods between the end of Z Energy's financial reporting periods and the results announcements, neither Ampol nor Z Energy directors and officers may discuss any financial information, broker estimates or forecasts with investors, analysts or the media.

Shareholder / Investor enquiries

45. Shareholders with queries relating to their holding of Ampol securities should contact the relevant Share Registry.
46. Ampol's Share Registry is administered by Boardroom Limited (for Australia) and by Link Market Services Limited (for New Zealand). Contact details are available on the Ampol website.
47. Bondholders with queries in relation to the Z Energy Listed Bonds should contact Link Market Services as the registrar for the bonds. Contact details are available on the Z Energy website.
48. Shareholder or investor questions of a more specific nature should be directed to Ampol's Investor Relations team. Contact details are available on the Ampol website.

Review of Policy

49. The Ampol Board will review this policy within six months of the second anniversary of its last review

Publication

50. This policy will be made available on the Ampol website (www.ampol.com.au)

Document change history

Version number	Conducted by	Approved by	Date	Description of changes
1		Board	06/12/2018	
2	Secretariat	Board	14/05/2020	Update references from Caltex to Ampol
3	Secretariat	Board	24/03/2021	Minor amendments
4	Secretariat	Board	12/05/2022	Updated with respect to NZX listing and Z integration.