

## APPENDIX 6.1

### Communication with Shareholders

## **COMMUNICATION WITH SHAREHOLDERS**

AMMTEC is committed to providing a high standard of communication to its shareholders and other investors so that they have available all information reasonably required to make informed assessments of the Company's value and prospects.

To achieve this AMMTEC has established policies and procedures to ensure compliance with its continuous disclosure obligations and to ensure accountability at a senior management level for that compliance.

AMMTEC is committed to the provision of timely, fully accurate disclosures including keeping the market informed through releases detailing information that is relevant to the Company's ongoing value.

AMMTEC complies with its obligations to provide continuous disclosure to the market.

The Company Secretary is responsible for communications with the ASX and compliance with the Company's Listing Rules obligations. AMMTEC's continuous disclosure policy is available on the Company's website.

### **Periodic Reports**

AMMTEC produces an Annual Report to 30 June comprising a review of operations, Directors' Report, Corporate Governance statement and the Financial Report for the Corporate Governance statement and the Financial Report for the year to 30 June.

Shareholders may elect to be sent this report by mail or alternatively be notified by email when these are available from the AMMTEC website.

### **Announcements**

AMMTEC makes announcements to the ASX of all material information that affects any of AMMTEC's activities in accordance with its continuous disclosure obligations and AMMTEC's policy.

Following the full year and half year periods AMMTEC announces its financial results and operations of the Company for the period. The reports are released to the ASX immediately and are made available on the Company's website.

### **Annual General Meetings**

AMMTEC holds an Annual General Meeting (AGM) normally in October of each year.

The date, time and venue of the AGM is notified to the ASX when the preliminary Final Report is lodged in August each year.

The date, venue and time of the AGM are determined in order to provide the maximum opportunity for as many shareholders as possible to attend personally.

The Notice of Meeting for the AGM is sent to shareholders with an explanatory memorandum providing information to shareholders to help them decide how they should vote on each item of business. AMMTEC has regard to the Guidelines for Notices of Meeting as produced by the ASX Corporate Governance Council and the requirement of the Corporations Act that Notices of Meeting be written in a clear, concise and effective manner.

A full copy of the Notice of Meeting and Proxy form is posted on the Company's website and lodged with the ASX.

Shareholders are encouraged to attend, however if they are unable to they are encouraged to vote by proxy on matters to be decided at the meeting.

The proceedings of AGMs including the formal addresses are made available for viewing on the Company's website.

AMMTEC requires that its auditor attend each AGM so as to be available to answer questions about the conduct of the audit and the preparation and content of the auditor's reports.

### **Website**

The AMMTEC website provides comprehensive information to shareholders on the Company.

All announcements to the ASX are posted on the AMMTEC website immediately following release.

The following information is posted and maintained on the website for at least three years from first release:

- Annual Reports
- Reports on Proceedings at Annual General Meetings
- Share Price History
- Notices of Meeting and Explanatory Memoranda/Proxy Forms
- Corporate Governance Statement including relevant policies charters and practices
- Dividend Payment Details
- Calendar of Events for Investors
- Link to the Share Registry
- Preliminary Final Report (Full Year Results) and Half Year Report
- All announcements to the ASX
- All Media Releases
- Investor Presentations
- Broker Research

### **Investor Presentations**

Investor presentations are released to the ASX and are posted on the Company website prior to the presentation being given.

### **Shareholders/Investor Queries**

Shareholders with enquiries relating to their holding of AMMTEC shares can contact the Share Registry which provides a call centre to deal with all such enquiries.

Shareholders may also access their holding information, dividend details and change information relating to their holding through the Registry website which is also accessible through the AMMTEC website.

Contact details for the Share Registry and Investor Relations including email and facsimile contacts are provided on the AMMTEC website and in the Annual report to shareholders.

AMMTEC ensures that all shareholder and investor queries are responded to expeditiously.