# Fisher & Paykel Healthcare Corporation Limited

## Shareholder Communications Policy – Summary

The aim of the Company's communication arrangements is to provide shareholders with information about the Company and enable them to engage actively with the Company and exercise their rights as shareholders in an informed manner. The Company's Shareholder Communications Policy is based around the following sections:

- 1. Provision of written information.
- 2. Electronic communication.
- 3. Access to Directors, management and auditors.

### Provision of written information

The Company's Annual Report is the major piece of written communication provided to shareholders each year. In addition to meeting all formal requirements, the Annual Report shall be:

- 1. **Informative:** The Annual Report shall contain information that assists shareholders to understand the Company's financial results, trends, developments of importance, relationship with employees, customers and suppliers and any other relevant matters that may impact on the community and environment.
- 2. Available: The Report will be made easily available to shareholders and other stakeholders in a timely manner.

In preparing notices of meeting and related explanatory information, the Company aims to provide all information that is relevant to shareholders in making a decision as to whether they attend the meeting and how they will vote on the matter being considered. This information should be provided in a clear and concise format.

### **Electronic Communication**

The Company's website is an important part of the Company's Shareholder Communications Policy. The Company will include on its website a range of information relevant to shareholders and others concerning the operation of the Company. Particularly, the Company's website will:

- 1. be updated to reflect any material information released to the NZX and ASX as soon as practicable after the event;
- 2. enable shareholders and other interested parties to register their interest to receive direct advice from the Company when any material releases are made;
- 3. be a repository for relevant documents including Annual Reports, information releases, Company policies and prospectuses and similar documentation;

- 4. provide a history of dividend payments; and
- 5. provide full texts of notices of meetings and explanatory notes.

#### Access to Directors, Management and Auditors

Shareholders may, at any time, direct questions or requests for information to Directors or management through the Company's website or by contacting the Company's relevant officer in charge of investor relations.

At each general meeting of the Company, shareholders will, through the Chairperson of the general meeting, be given the opportunity to ask general questions of Directors.

The chairs of the Board's committees shall be available at any general meetings of the Company to respond to any questions shareholders may have regarding the matters covered in the respective Board committees.

The Company's external auditors will attend each Annual Shareholders' Meeting of the Company and will be available to answer any questions shareholders may have that are relevant to the conduct of the audit.

Last approved by the Board on 27 September 2016.