

SHAREHOLDER COMMUNICATIONS POLICY

1. OVERVIEW

1.1 Purpose

The purpose of this Shareholder Communications Policy (Policy) is to:

- i. promote effective communications with shareholders of Hydrocarbon Dynamics Limited (HCD);
- ii. ensure all information relevant to their shareholding is disseminated to shareholders; and
- iii. encourage effective participation by shareholders at HCD General Meetings.

1.2 Scope

This Policy endorses the Australian Securities Exchange Limited (ASX) Corporate Governance Council's *Corporate Governance Principles and Recommendations (ASX Principles)*.

1.3 Maintaining Shareholder Communications

HCD will ensure that:

- i. materials detailed in this Policy are available on the HCD website www.hydrocarbodynamics.com within a reasonable timeframe;
- ii. shareholder communications are distributed to shareholders in accordance with the *Corporations Act* and ASX Listing Rules (Listing Rules); and
- iii. this Policy is updated and maintained as required.

1.4 Methods of Communication

The following methods of communication will be available to shareholders:

- i. telephone;
- ii. mail;
- iii. email;
- iv. facsimile;
- v. via the ASX website (<http://www.asx.com.au>) (the HCD code for ASX purposes is **INK**);
- vi. via the HCD Share Registry; and
- vii. via the HCD website (under Contact Information).

Contact details for the HCD Share Registry are detailed in paragraph 3.2.

2 ASX ANNOUNCEMENTS

2.1 Outline

HCD makes announcements to the ASX in accordance with the Listing Rules.

2.2 Availability

All announcements made to the ASX are available to shareholders:

- i. under the Investor Centre section of the HCD website (under Announcements);
- ii. under the Company Announcements section of the ASX website; or
- iii. by email notification (when shareholders provide their email address to HCD via the website and elect to be notified of all HCD announcements).

3 THE HCD SHARE REGISTRY

3.1 General

For all share related enquiries, shareholders should contact the HCD Share Registry.

3.2 Contact Details

Automic
Level 5, 126 Phillip Street
SYDNEY NSW 2000
Phone: 1300 288 664
Fax: +61 2 9698 5414
Website: www.automicgroup.com.au

4 SHAREHOLDER DETAILS

If shareholders wish to amend any of their details on the HCD Share Register, they can amend these via the Share Registry on-line portal www.investor.automic.com.au.

5 ANNUAL GENERAL MEETINGS

5.1 General

HCD holds its Annual General Meeting in accordance with the requirements of the *Corporations Act*.

5.2 Date and Location of Annual General Meeting

The date, time and location of the Annual General Meeting will be detailed:

- i. in the Notice of Annual General Meeting; and
- ii. under the heading 'Meetings' in the Corporate Governance section of the HCD website (under About HCD).

Alternatively, shareholders can contact the HCD Share Registry directly to obtain this information.

5.3 Notice of Meeting

The Notice of Meeting will be distributed to all shareholders prior to the Annual General Meeting pursuant to the timeframe set by the *Corporations Act*.

Archived versions of Notices of Meeting will be available under the heading 'Meetings' in the Corporate Governance section of the HCD website (under About HCD).

5.4 Proxy Form

A proxy form allowing shareholders to appoint a proxy in the event they cannot attend the Annual General Meeting will accompany the Notice of Meeting distributed to all shareholders.

5.5 Questions From Shareholders

At the Annual General Meeting, shareholders can ask questions about or comment on the management of HCD and/or on the conduct of the audit and preparation and content of the auditor's report.

5.6 Chairman's Address

Any addresses from the Chairman and the Managing Director will be announced to the ASX prior to the commencement of the Annual General Meeting in accordance with the ASX Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). A copy of any address will also be made available under the heading 'Meetings' in the Corporate Governance section of the HCD website (under About HCD).

5.7 Meeting Results

Results of all Annual General Meetings will be announced to the ASX at the conclusion of the General Meeting in accordance with the Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). Results will also be made available under the heading 'Meetings' in the Corporate Governance section of the HCD website (under About HCD).

6 HALF-YEAR & FULL-YEAR RESULTS

6.1 Timing

The financial results for the half-year ended 30 June are normally reported in August each year. The financial results for the full-year ended 31 December are normally reported in February each year.

6.2 Availability

As HCD's Half-Year and Full-Year Results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). In addition, the results are accessible under the Investor Centre section of the HCD website (under Financial Reports).

7 ANNUAL REPORT

7.1 Timing

The Annual Report contains key financial information about HCD, as well as important operating and corporate information.

Unless the Share Registry has been notified otherwise, the Annual Report will be sent to all shareholders (at the address recorded on the HCD Share Register) within the timeframe set by the *Corporations Act*.

7.2 Availability

All Annual Reports will be made available under the Investor Centre section of the HCD website (under Financial Reports).

8 CORPORATE GOVERNANCE

In accordance with Recommendation 6.1 of the *ASX Principles*, HCD has a Corporate Governance section on its website. The information available on the website includes, but is not limited to:

- Corporate Governance Statement;
- Board Charter;
- Audit Committee Charter
- Remuneration & Nomination Committee Charter
- Code of Conduct and Ethics
- Continuous Disclosure Policy
- Risk Management Policy
- Shareholder Communications Policy; and
- other governance material (including policies and statements).

9 MEDIA RELEASES

Access to HCD media releases is available under the Investor Centre section of the HCD website (under Announcements). Media releases may be released to the market via the ASX in accordance with the Listing Rules.

10 INFORMATION TO BENEFICIAL OWNERS

Beneficial owners of HCD are encouraged to contact the HCD Share Registry to arrange the direct receipt of shareholder materials.