



## **External Communications Policy**

**February 2010**

## CONTENTS

1	WEBSITE .....	3
2	MEETINGS AND BRIEFINGS.....	3
3	INVESTOR RELATIONS.....	4

## EXTERNAL COMMUNICATIONS POLICY

Intoll is committed to a high standard of communication with its security holders and other stakeholders in order that they are informed of important news and events related to the Group.

To achieve this Intoll has established policies and procedures to ensure compliance with its continuous disclosure obligations and to ensure appropriate delegation of responsibility at a senior management level for that compliance.

Intoll provides an annual report and half yearly report to securityholders, who may elect to be sent each of these by mail or alternatively be notified by email when these are available from the website.

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

### 1 WEBSITE

The Intoll website provides comprehensive information to security holders on Intoll. All announcements to the ASX are posted on the website immediately following release.

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

- Annual Reports
- Full Financial Reports
- Reports on Proceedings at Annual General Meetings
- Security Price History
- Investment Portfolio
- Notices of Meeting and Explanatory Memoranda/Proxy Forms
- Corporate Governance Statement (pending) including relevant policies charters and practices
- Board of Director and Management Details
- Director Nomination Forms
- Constituent Documents
- Distribution Payment Details
- Calendar of Events for Investors
- Preliminary Final Report (Full Year Results) and Half Year Report
- All announcements to the ASX
- All Media Releases
- Investor Presentations

### 2 MEETINGS AND BRIEFINGS

Intoll holds its Annual General Meeting (AGM) in October or November each year, and proceedings are webcast on the website to enable all stakeholders to participate.

Details as to the date, venue and time of the AGM are announced ahead of time in order to provide the maximum opportunity for as many securityholders as possible to attend personally.

The Notice of Meeting for the AGM is sent to securityholders with an explanatory memorandum providing information to security holders to help them decide how they should vote on each item of business. Intoll 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 website and lodged with the ASX.

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

Presentations made to financial analysts during the year are also posted on the website. These give current or potential investors more insight into the operations and direction of the Group.

### **3 INVESTOR RELATIONS**

Intoll has a Investor Relations and Corporate Affairs team.

Staff members are available to handle queries from investors via mail, telephone or emails with contact details available the website. Staff are required to reply to all queries promptly.

Security holders with enquiries relating to their Intoll holdings of shares may also contact Computershare at 1800 000 982 which provides a call centre to deal with all such enquiries. Security holders may also access their holding information, dividend details and change information relating to their holding through Computershare