

## Unitholder Communications Policy

Owner	Company Secretary / General Counsel
Applicability	SCA Property Group
Version	6
Version Date	July 2021
Next Review Date	July 2023

## 1. Communication Strategy

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Shopping Centres Australasia Property Group RE Limited (**SCP**) as Responsible Entity for Shopping Centres Australasia Property Management Trust (**SCA Management Trust**), Shopping Centres Australasia Property Retail Trust (**SCA Retail Trust**) (together, **Trusts**) and any entities owned, either beneficially or legally, by the Trusts or SCP (together, **SCA Property Group or SCP**) aims to ensure that unitholders are kept informed of all major developments affecting the state of affairs of SCA Property Group. Additionally, SCA Property Group recognises that potential investors and other interested stakeholders may wish to obtain information about SCA Property Group from time to time.

To achieve this, SCA Property Group communicates information regularly to unitholders and other stakeholders through a range of forums and publications.

SCP may also engage professional investor relations service providers to communicate information to unitholders.

## 2. Website

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One of SCA Property Group's key communication tools is its website located at [www.scaproperty.com.au](http://www.scaproperty.com.au). SCA Property Group endeavours to keep its website up-to-date, complete and accurate. Important information about SCA Property Group can be found under the sections marked "About us", "Investor Centre" and "News & Announcements" including:

- Group Structure;
- Governance Charters including: Board charter; Audit, Risk Management and Compliance Committee charter; Remuneration Committee charter; Nomination Committee charter and Investment Committee charter;
- Core Corporate Governance Policies, including Code of Conduct, Securities Trading Policy, Continuous Disclosure Policy, Sustainability Policy and Risk Management Policy);
- Event calendar;
- Financial information about SCA Property Group: including unit pricing information, distribution history and other financial performance data;
- Notice of Meeting: SCA Property Group places the full text of all notices of meetings and explanatory material on its website in the News & Announcements section;
- Annual Report: SCA Property Group's Annual Report is available on its website and contains important information about SCA Property Group's activities and results for the previous financial year;
- Announcements lodged with the Australian Securities Exchange (ASX) within the last 5 years: All major ASX announcements made to the market are posted on the SCA Property Group website, including annual and half year financial results. Major announcements by SCA Property Group to ASX are posted on SCA Property Group's website as soon as

possible after receiving ASX's confirmation that an announcement has been released to the market, and are broadcast via email and/or fax to major unitholders;

- Presentations: Copies of all investor presentations made to analysts and media briefings are posted on SCA Property Group's website in the News & Announcements section; and
- Other information:
  - SCA Property Group provides a telephone helpline facility (operated by its unit registry) and an online email inquiry service to assist unitholders with any queries;
  - should an external investor relations firm be engaged to communicate information to unitholders, confirmation of this engagement will be provided on SCA's website. This will enable unitholders to confirm the bona fides of any communications from SCA's service providers

The SCA Property Group website also contains a facility for unitholders to direct enquiries to SCA Property Group.

### **3. SCP's registry provider's website**

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Unitholders are encouraged to manage their investment in SCA Property Group by visiting <https://investorcentre.linkmarketservices.com.au/Login/Login>. Here unitholders may:

- update their Tax File Number (TFN),
- provide details for electronic funds transfers (EFT) to ensure they receive the distributions they are entitled to (SCA Property Group does not issue cheques);
- elect to receive communications, including distribution notices & meeting notifications from SCA Property Group via email (or to elect to discontinue receiving email communications from SCA Property Group); and
- many other details relevant to their holding in SCA Property Group unitholders.

### **4. Annual General Meeting**

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In addition to facilitating regular communication with unitholders through its website, SCA Property Group uses its Annual General Meeting (AGM) as an opportunity to further engage with its unitholders and seek their input on the management of SCA Property Group. SCA Property Group seeks to maximise unitholders' ability to participate in the AGM process by:

- making directors of SCPRE, members of the management team and the external auditor available to unitholders at the AGM;
- allowing unitholders in attendance at the AGM a reasonable opportunity to ask questions regarding the items of business, including questions to the external auditor regarding the conduct of the audit and the preparation and content of the auditor's report;
- providing unitholders who are unable to attend the meeting with an opportunity to submit questions in advance of the meeting; and
- where legally permitted, allowing unitholders to lodge proxies electronically.