

## Communications with Shareholders

The document explains the key methods by which Origin communicates with its shareholders with the objective of providing them with ready access to balanced and understandable information about Origin.

Version	4.0
Released	June 2015
Document owner	Company Secretary
Review date	June 2017

**Contents**

- 1. Statement of commitment and purpose 3
- 2. Responsibility 3
- 3. Methods of Communication 3
  - 3.1 Periodic Reports 3
  - 3.2 Announcements 3
  - 3.3 Annual General Meetings 4
  - 3.4 Website 4
  - 3.5 Financial results 5
  - 3.6 Investor and analyst briefings 5
  - 3.7 Shareholder and investor queries 5

## 1 Statement of commitment and purpose

Origin Energy Limited (Origin) is committed to providing a high standard of communication to its shareholders and other investors to comply with its disclosure obligations under all markets in which it operates and that the market has available all information it reasonably requires to make informed assessments of Origin's value and prospects.

To achieve this, Origin has established policies and procedures which place accountability at a senior management level. The key policy is Origin's Continuous Disclosure Policy, a copy of which is available on the website.

The purpose of this document is to describe the methods by which Origin communicates with its shareholders, with the objective of providing them with ready access to balanced and understandable information about Origin.

## 2 Responsibility

The Company Secretary is responsible for communications with the ASX and any other exchange on which its securities are listed, and compliance with its obligations under the various Listing Rules.

## 3 Methods of Communication

### 3.1 Periodic Reports

Annually, Origin produces the following reports to shareholders:

- the Annual Report comprising a review of operations, Directors' Report, Corporate Governance Statement and the Financial Report for the year;
- a Shareholder Review which incorporates performance highlights, a review of operations and a five year financial history summary;
- the Half Year Report containing a review of operations and financial update; and
- the Sustainability Report.

Shareholders may elect to be sent each of these by mail or alternatively be notified by email when these are available from the Origin website.

Origin is also required to provide a Quarterly Report in relation to the production and activities in its Upstream business. This Report is lodged with the ASX each quarter.

### 3.2 Announcements

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

Information on the Company's exploration, development and production activities is made on a regular basis including the following:

- commencement of significant conventional drilling operations;
- weekly updates of such drilling operations;
- cessation of any such drilling operation; and
- notification of significant results or events while drilling.

Reports on coal seam gas drilling operations are made in quarterly production reports.

Media releases are made regularly providing information of general interest but not sufficiently material so as to require an announcement to the ASX.

### 3.3 Annual General Meetings

Origin 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.

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. Origin has regard to the ASX Corporate Governance Council's Guidelines for Notices of Meeting and the requirement of the Corporations Act.

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

Origin welcomes and encourages shareholders to attend and participate at its AGM, either in person, by proxy or attorney or by other means adopted by the Board. At each AGM, the Chairman will allow a reasonable opportunity for members to ask questions of the Board. Members who are unable to attend the AGM will be able to view a webcast of the AGM (and of certain past AGMs) on Origin's website.

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

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

### 3.4 Website

All announcements to the ASX are posted on the Origin website as soon as practicable after the ASX confirms receipt of that information.

The Origin website provides comprehensive information to shareholders on the Company. Such information will generally include:

- announcements to the ASX;
- Annual Reports and results announcements;
- information regarding general meetings, including Origin's Annual General Meeting;
- share price history;
- key governance documents including the constitution, policies and charters;
- dividend information;
- materials given at investor briefings or conferences;
- calendar of events
- company profile information and contact details, including for the share registry; and
- media releases.

All website information will be regularly reviewed and updated to ensure all information is current, or appropriately dated and archived.

Shareholders can register to receive electronic notification of all material announcements made to the ASX.

**3.5 Financial results**

Following the full year and half year periods, Origin announces its results with a comprehensive report on the financial results and operations of the Company for the period. The reports and supporting presentations are released to the ASX and are made available on Origin's website.

Advance notification of the investor and analyst briefings associated with the release of financial results will be provided via the website including a link to the webcast site for registration and viewing. The webcast is maintained on the website for subsequent viewing for up to three years.

**3.6 Investor and analyst briefings**

From time to time Origin conducts analysts and investor briefings. This may include formal presentations made by Origin at industry or investment conferences. Full details of Origin's policy with respect to investor and analyst briefings are contained in the Continuous Disclosure Policy.

A record of all meetings and briefings with investors or analysts are kept, including confirmation that no new material information was disclosed.

**3.7 Shareholder and investor queries**

Shareholders with enquiries relating to their holding of Origin 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 Origin website.

Contact details for the share registry and Investor Relations including email, telephone and facsimile contacts are provided on the Origin website and in the Annual and Half Year reports to shareholders.

Origin is committed to responding to all shareholder and investor queries in a timely manner.

Origin also offers shareholders the opportunity to register and receive the latest Origin reports and announcements by email.