

# Pumpkin Patch Limited

## Shareholder Communications Policy

### PURPOSE

The purpose of Pumpkin Patch's Shareholder Communications Policy is to promote effective communication with shareholders and to encourage active participation at General Meetings.

### SHAREHOLDER COMMUNICATIONS

Pumpkin Patch will ensure that:

- All communications to shareholders are distributed in accordance with the New Zealand Companies Act 1993 and the Listing Rules of the New Zealand Stock Exchange (NZX);
- Announcements and other forms of communication and materials referred to in this policy are made available on Pumpkin Patch's website within a reasonable time;
- This policy is updated and maintained as required in a timely manner.

### COMMUNICATION METHODS

In communicating with shareholders, Pumpkin Patch will make use of the following forms of communication:

- Mail and postal services;
- Electronic mail (e-mail);
- Facsimile;
- Telephone; &
- Pumpkin Patch's website (including where considered appropriate, the use of webcast facilities).

### ANNUAL MEETING OF SHAREHOLDERS (ASM)

#### *Meeting Details*

Details of the Annual Meeting of Shareholders of Pumpkin Patch including the date, time and location of the meeting will be set out clearly in:

- The Notice of Meeting;
- Pumpkin Patch's annual report; &
- On Pumpkin Patch's website ([www. Pumpkin Patch.biz](http://www.PumpkinPatch.biz)).

Shareholders can also obtain details of the ASM from Pumpkin Patch's Share Registry, Link Market Services Limited.

#### *Notice of Meeting*

The Notice of Meeting will be distributed to all shareholders prior to the ASM within the timeframe required by the New Zealand Companies Act 1993.

The full text of the Notice of Meeting will also be available in the Investors Section of Pumpkin Patch's website.

#### *Proxy Form*

A proxy form allowing shareholders to appoint a proxy in the event they are unable to attend the ASM will accompany the Notice of Meeting sent to all shareholders.

#### *Shareholder Participation at ASM*

Shareholders are encouraged to participate in the ASM by asking questions or commenting on matters relating to the management of the company, the contents of the annual report, or the conduct of the audit including the preparation and content of the auditor's report.

The Chairman of the ASM will allow reasonable time for questions and comments.

Shareholders who are not able to attend the ASM may submit questions by submitting these to the Company in writing marked to the attention of the Chairman or the Chief Executive Officer. The Chairman will endeavour to respond at the ASM to the more frequently answered questions submitted in writing by shareholders.

#### ***Attendance of Auditor at ASM***

Pumpkin Patch ensures that its Auditor attends the ASM and is in a position to answer questions about the audit of Pumpkin Patch's financial information.

#### ***Chairman's Address***

The Company will ensure that the Chairman's address is released to the NZX shortly prior to the commencement of the ASM. The Chairman's address will be made available to shareholders on the Company's website.

#### **ANNUAL REPORT**

The Annual Report will be available to all shareholders prior to the ASM in accordance with the timeframe requirements of the New Zealand Companies Act 1993.

The Annual Report contains important financial information about Pumpkin Patch, as well as other important information regarding the company and its operations.

In accordance with the requirements of the New Zealand Companies Act 1993, Pumpkin Patch will send a copy of the Annual Report to all shareholders or will send a notice to shareholders under Section 209 of the NZ Companies Act which shall include information regarding the availability of the report by electronic means and advising whether a concise annual report has been prepared.

#### **HALF YEAR & FULL YEAR RESULTS**

The financial results of Pumpkin Patch for the half year ended 31 January and the financial results for the full year ended 31 July will be announced in a timely manner to ensure compliance with NZX disclosure requirements.

As the results are announced by Pumpkin Patch, they will be made immediately available to shareholders by being posted to the Company's website.

Following the announcement of Pumpkin Patch's financial results to the NZX, it is Pumpkin Patch's policy to hold a briefing session, or sessions, with the media, institutional investors and stock broking analysts. Presentations that are made to such briefing sessions will be made available to shareholders by being posted to the Company's website.

In the case of media and investor briefings occurring at other times during the year, Pumpkin Patch will ensure that any presentation materials are made available to all shareholders by being posted to the Company's website.

#### **DIVIDENDS**

##### ***Dividend Statements***

Dividend Statements are despatched by mail on or before the date on which the dividend is to be paid. Dividend statements are sent to the address of the shareholder as this appears on Pumpkin Patch's share register.

##### ***Dividend Information***

If shareholders require information regarding dividends this can be obtained by contacting the Company Secretary or the Share Registry.