Shareholder Communications Policy

1. OVERVIEW

1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of ReadyTech Holdings Limited ACN 632 137 216 (**Company**).

1.2 The Company will ensure that:

(a) materials detailed in this policy are maintained and updated on the Company's website (https://investors.readytech.io) within a reasonable timeframe;

(b) shareholder communications are distributed to shareholders in accordance with the Corporations Act and listing rules (**Listing Rules**) of ASX Limited (**ASX**); and

(c) it will use the Company's approved investor-facing channels and technologies to communicate widely and promptly to shareholders. All investor-facing communications, including any use of social media or digital platforms, must be pre-approved by the Company Secretary and be consistent with information previously released to ASX, in accordance with the Company's Continuous Disclosure Policy.

2. ASX ANNOUNCEMENTS

2.1 The Company makes announcements to the ASX in accordance with the Listing Rules.

2.2 Announcements made by the Company to the ASX are, subject to applicable securities laws, available to shareholders:

(a) on the 'Investor Centre' section of the Company's website (https://investors.readytech.io);

(b) under the 'Company Announcements' section of the ASX website; and

(c) by email notification (when shareholders provide the Company with their email address and elect to be notified of all of the Company's ASX announcements).

2.3 All shareholder communications are subject to the Company's Continuous Disclosure Policy. Where information is material and requires disclosure to ASX under Listing Rule 3.1, the Company will make an ASX announcement before any other public communication of that information.

2.4 The Company is committed to providing all shareholders with equal and simultaneous access to material information. The Company will not engage in selective disclosure of material non-public information to institutional investors, analysts, or other market participants ahead of its release to all shareholders via ASX.

3. COMPANY'S SHARE REGISTRY

3.1 Shareholders are able to access information relevant to their shareholding in the Company via the Company's share registry website. Shareholders who do not have internet access should contact the Company's share registry on 1 300

554 474. Alternatively, shareholders may contact the Company Secretary (details available on the Company's website).

3.2 The ASX code for the Company is 'RDY'.

3.3 Shareholders will be given the option to receive communications from, and send communications to, the Company and its share registry electronically.

3.4 The Company encourages shareholders to receive dividends and other payments electronically by direct credit to the shareholder's nominated bank account via EFT, which reduces administrative costs and ensures prompt payment.

4. GENERAL MEETINGS

4.1 The Company usually holds its annual general meeting (**AGM**) in November each year. The specific date, time and location of each AGM and any subsequent general meetings called by the Company each year will be detailed in the relevant notice of meeting. Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.

4.2 The notice of meeting will be distributed to all shareholders prior to the relevant meeting and within the timeframe set by the Company's constitution. The full text of the notice of meeting will also be available via the 'Investor Centre' section of the Company's website, as noted above.

4.3 Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to the board of the Company (**Board**), its management and the external auditor. Shareholders may attend the meeting in person (including by any relevant technological means made available by the Company) or by proxy, representative or attorney.

4.4 Where the Company conducts meetings in hybrid or virtual format, it will take reasonable steps to ensure that all participants have equal and contemporaneous access to meeting proceedings, can ask questions in real time, and that technology failures are managed in a manner that preserves the integrity of the meeting. The Company will publish details of participation arrangements in the notice of meeting.

4.5 The Chairman will provide reasonable time following the consideration of reports for questions and comment on relevant matters (including questions or comments communicated to the Company by absent shareholders).

4.6 The Chairman's address (and any address by the Chief Executive Officer) will be released to the market immediately prior to the commencement of the relevant meeting. It, along with any webcast made or transcript kept, will be available to shareholders via the Company's website in the same manner as other ASX announcements.

4.7 A link to the URL of a webcast for shareholder meetings will be available to shareholders via the Company's website (https://investors.readytech.io) to facilitate effective two-way communications with shareholders.

4.8 The Company's auditor is required to attend each AGM and will be available to answer questions from shareholders about the content of the auditor's report and the conduct of the audit.

5. ANNUAL REPORT

5.1 The annual report contains key financial information about the Company, as well as important operating and corporate information. The default method of receiving the Company's annual report is electronically via the 'Investor Centre' section of the Company's website (under 'Annual Reports') at https://investors.readytech.io. A printed copy of the annual report is only sent to shareholders who elect to receive one. Shareholders who wish to receive a printed copy of the annual report should complete the 'Communications' form available on the Company's share registry website or contact the Company's share registry (see above for contact details).

5.2 The annual report will be available to all shareholders prior to the AGM within the timeframe set by the Listing Rules. It is usually published in October each year.

6. HALF YEAR AND FULL YEAR RESULTS

6.1 The preliminary financial results for the 30 June full-year end are reported in September each year. The financial results for the 31 December half-year end are reported in February each year.

6.2 As the 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. In addition, the results will be accessible via the 'Investor Centre' section of the Company's website (under 'ASX Releases').

6.3 The Company is committed to communicating its approach to environmental, social and governance (ESG) matters and climate-related financial risks and opportunities to shareholders. ESG and sustainability disclosures will be made in accordance with applicable reporting frameworks and ASX/ASIC guidance, and will be accessible via the Company's website and ASX platform.

7. VOTING AT SECURITY HOLDING MEETINGS

7.1 The Company will seek to ensure that all resolutions at meetings of its shareholders are decided by a poll rather than a show of hands.

8. CORPORATE GOVERNANCE

8.1 In accordance with Recommendation 6.1 of the ASX Corporate Governance Council Principles and Recommendations (4th edition) (**ASX Principles**), the Company has a 'Corporate Governance' section on the Company's website.

8.2 The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It will be contained in, or accompany, the annual report each year and also is, or will be, available under the 'Corporate Governance' section on the Company's website.

8.3 In accordance with Recommendation 1.1 of the ASX Principles, the Company has a formal board charter, containing details of the functions and responsibilities of the Board. To assist the Board in fulfilling its duties and responsibilities, it has established two Board committees:

(a) the audit and risk committee; and
(b) the nomination and remuneration committee.

8.4 Each of these committees has a formal charter. The Board and committee charters, along with other corporate governance policies and documents, are also available to shareholders from the 'Corporate Governance' section of the Company's website.

9. MEDIA RELEASES

9.1 Access to the Company's media releases is available from the 'Investor Relations' section of the Company's website (under 'ASX Releases') and they are released to the market via the ASX.

10. INVESTOR AND ANALYST BRIEFINGS

10.1 At the time of announcement to the ASX of the Company's half-year and full-year results the Company may conduct investor and analyst briefings.

10.2 Investor and analyst briefings may occur at other times during the year as the Board deems appropriate. If and when investor and analyst briefings occur at other times during the year, any presentation materials provided and webcasts or transcripts (if kept) will be made available to all shareholders via the 'Investor Relations' section of the Company's website and will be released to the market prior to delivery.

10.3 Where practicable, investor and analyst briefings will be conducted with equal access for all shareholders and webcasts or recordings of such briefings may be made available on the Company's investor relations website following the conclusion of the briefing.

11. INFORMATION FOR BENEFICIAL OWNERS

11.1 Beneficial owners of the Company's securities are encouraged to contact the Company's share registry to arrange the direct receipt of shareholder materials.

12. OTHER INFORMATION

12.1 The Company's website will also contain the information set out at Annexure A.

13. PUBLISHING AND UPDATING THE POLICY

13.1 In compliance with the ASX Principles, this policy or a summary of its main provisions will also be published on the Company's website. This policy will be reviewed by the Board at least annually, or earlier if required by changes to applicable law, ASX Listing Rules, ASX Corporate Governance Principles and Recommendations, or the Company's circumstances. Any amendments approved by the Board will be published on the Company's website promptly following adoption.

14. QUESTIONS ABOUT THE POLICY AND ITS APPLICATION

14.1 Employees should direct their questions about the policy and its application in the first instance to the Company Secretary.

14.2 Shareholders, investors and members of the public should direct their questions about this policy and its application to the Company's share registrar, the details of which are set out in section 3.

14.3 The Company will endeavour to respond to written enquiries from shareholders within five business days of receipt. Complex enquiries will be acknowledged within five business days with an estimated response timeframe. Where an enquiry raises a matter that requires escalation to the Board or management, the enquiry will be referred to the Company Secretary. Contact details for lodging written shareholder enquiries are set out in **Section 3**.

14.4 The Company will handle all shareholder personal information in accordance with the Privacy Act 1988 (Cth) and the Company's privacy policy. Shareholders may request access to their personal information held by the Company or its share registry in accordance with applicable privacy laws.

15. APPROVED AND ADOPTED

This policy was approved and adopted by the Board on 26 August 2026.

Annexure A

The Company's website will include (but is not limited to) the following:

1. the names and brief biographical information of each of the Company's directors and senior executives;
2. the Company's constitution, its board charter and the charters of each of its board committees;
3. the Company's corporate governance policies and its other corporate governance materials;
4. copies of the Company's annual directors' reports, financial statements and other corporate reports;
5. copies of the Company's announcements to ASX;
6. copies of notices of meetings of shareholders and any accompanying documents via the ASX announcements;
7. webcasts and/or transcripts of meetings of shareholders and copies of any documents tabled or otherwise made available at those meetings;
8. webcasts and/or transcripts of investor or analyst presentations and copies of any materials distributed at those presentations;
9. an overview of the Company's current business;
10. historical information about the market prices of the Company's securities;
11. copies of media releases that the Company makes;
12. contact details (preferably for a named individual) for enquiries from shareholders, analysts or the media;
13. contact details for the Company's securities registry; and
14. links, through the 'Investor Centre' section of the Company's website, to download key shareholder forms, such as transfer and transmission forms, dividend and distribution reinvestment plan forms.
15. a commitment to design the Company's investor relations website pages to be accessible to all shareholders, including those with disabilities, with shareholder materials available in accessible formats on request.