



SINGPOST INVESTOR RELATIONS POLICY

SingPost strives to uphold a high standard of corporate conduct to ensure transparency, fair and equitable treatment of all shareholders, and protection of shareholders' interests.

1. Objectives and General Principles

- 1.1 This investor relations (IR) policy sets out the principles and practices that SingPost adheres to and applies, in order to provide shareholders and the investing community with information for their informed decision-making.
- 1.2 The Group is committed to the disclosure of material information in a timely, transparent and accurate manner in accordance with the listing requirements of the Singapore Exchange Securities Trading Limited (SGX-ST) and Singapore Code of Corporate Governance 2012.
- 1.3 All disclosures are submitted to the SGX-ST through SGXNET and then made available on the Company's corporate website (www.singpost.com).
- 1.4 This IR policy is subject to regular review by the IR department and senior management (Group Communications Council) to ensure its effectiveness. The IR Department is the interface between the Group and the investing community which includes existing and prospective investors and analysts from the equity and debt markets.

2. Communications Guidelines

- 2.1 The Company strives to provide clear, pertinent and accurate information, on both positive and negative developments, to shareholders and the investing community in a timely and effective manner.
- 2.2 The Company communicates only through its designated spokespersons who will establish and maintain regular dialogues with, and respond to queries from, shareholders and the investing community. Non designated spokespersons are not allowed to respond to such queries unless authorised by designated spokespersons. Any queries are to be directed to the IR, Corporate Communications or Corporate Secretarial departments.
- 2.3 The Company does not respond to rumours or market speculation. However, in the event that material information has been leaked or such rumours and speculation are false/inaccurate and could be attributed to unusual market activities, clarifications will be made through announcements via SGXNET.
- 2.4 The Company observes a "blackout period" of two weeks prior to the announcement of the quarterly results and one month prior to the announcement of the full-year results. During the "blackout period", the Company does not comment on industry outlook, business performance and financial results.

3. Communications Platforms

- 3.1 The Company engages shareholders and the investing community via various channels.



3.2 Corporate website

3.2.1 The Company publishes information under the Investor Relations section of the corporate website (www.singpost.com) to enable the materials to be available to all stakeholders. This includes current information and archives of previous releases of annual reports, financial reports, SGXNET announcements, news releases as well as other information.

3.3 Shareholder meetings

3.3.1 The Company facilitates opportunities for shareholders at general meetings to question the Board and Management, clarify issues and articulate their views on matters relating to the Company.

3.3.2 Notices for the general meetings setting out all items of business to be transacted are announced via SGXNET and published in major newspapers. The notices, along with relevant documents for the meetings such as circulars for Extraordinary General Meetings and the Company's annual report for the Annual General Meeting, are sent to all shareholders prior to the meetings.

3.3.3 The Board members, chairpersons of Board committees and external auditor are present at the general meetings to address shareholders' questions.

3.4 Investor meetings

3.4.1 The Company engages with shareholders, analysts and the investing community in meetings throughout the year, to assist them to gain an understanding of the Company's business and operations. These include one-on-one and group meetings, investor roadshows and investor conferences.

3.5 Results briefings

3.5.1 The Company conducts analysts and media briefings for its half year and full year results, and call briefings for analysts for the first quarter and third quarter results.

3.5.2 All the briefings are broadcast "live" via webcast and the recordings are made available on the corporate website.

4. Publication of IR Policy

This policy is made available on the Company's corporate website (www.singpost.com).

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