



CORPORATE EXPRESS AUSTRALIA LIMITED **Communication with Shareholders Policy**

Purpose

The purpose of this policy is to set out the mechanisms by which Corporate Express Australia Limited communicates with its shareholders.

Responsibilities

The CEO, CFO and Company Secretary are responsible for ensuring compliance with this policy.

Policy

Corporate Express Australia Limited is committed to:

- Ensuring that shareholders and the financial markets are provided with full and timely disclosure of any material sensitive price information;**
- Complying with continuous disclosure obligations contained in applicable Listing Rules and the Corporations Act in Australia**
- Ensuring that all stakeholders have an equal opportunity to receive externally available information issued by the Company.**

Information is communicated to shareholders:

- through the distribution of the annual report and Notices of Annual General Meeting. (Note that shareholders may register to receive these electronically at www.computershare.com.au)**
- whenever there are other significant developments to report, by other means as well such as by post.**
- Via market releases to the ASX which are also posted on the Company's website.**

Currently the Company's website www.ce.com.au contains:

- **All market announcements and related information which is posted as soon as possible after release to the ASX;**
- **Copies of analyst and media presentations and briefings;**
- **Notices of Meeting and explanatory notes which can be downloaded easily;**
- **The Company's annual reports which can be downloaded easily.**

Shareholders who wish to receive the Company's announcements directly via email may also register to do so on the Company's website.