
 Ceylon Hotels Corporation PLC	CEYLON HOTELS CORPORATION PLC - POLICY DOCUMENT	
	POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS	
	Effective from 30.09.2024	Document No: PO/2024/007/VERSION 1


Scope	<p>Ceylon Hotels Corporation PLC (‘the Company’) which is listed in the Colombo Stock Exchange (‘CSE’), is required to make timely and accurate disclosures pertaining to financial and other information with shareholders and other stakeholders in compliance with regulatory requirements.</p> <p>The policy on Relations with Shareholders and Investors (the ‘Policy’) establishes the standards, provisions, and requirements for providing the Company’s shareholders (the ‘Shareholders’) and other stakeholders with accurate and timely access to balanced information essential to exercising their rights. According to the policy, effective and informed communication with shareholders shall be prioritized in order to foster open communication, a strong culture of fair disclosure, and access to the most up-to-date data subject to regulatory constraints.</p> <p>The Company shall not make any unpublished price-sensitive information available to an individual, shareholders, or any other person unless such information has previously been disclosed or disseminated to the market. Accordingly, the Company refrains from commenting on confidential information that is not publicly available if it becomes available and has a material effect on the Company’s market price, unless such information has factual errors.</p> <p>The policy has been formulated in accordance with Rule 9.2.1(g) of the listing rules of the Colombo Stock Exchange (‘CSE’).</p>	
Policy measures	Commitment to 100% adherence	
Definitions	The Company	Ceylon Hotels Corporation PLC
	Policy	Policy on Relations with Shareholders and Investors of Ceylon Hotels Corporation PLC
	Board	The Board of Directors of Ceylon Hotels Corporation PLC
	Corporate website	www.chcplc.com
	Shareholder(s)	Ordinary shareholders of Ceylon Hotels Corporation PLC
	CSE	Colombo Stock Exchange
	AGM	Annual General Meeting
	EGM	Extra Ordinary General Meeting
Responsibility	This policy is subject to regular review by the Board of Directors (‘Board’) to ensure its efficacy and reflect current business practices.	
Shareholder Privacy	The Company respects shareholders’ privacy and will refrain from disclosing shareholder information without their explicit consent, unless required by law.	
Approval of the Communication with Shareholders		
1.1	The Chairman and the Group Chief Financial Officer will approve all the communications with shareholders.	
Communication Channels		
2.1	The Company will use different channels of communication to that shareholders and other stakeholders have the equal access to the corporate information in a way that meet their needs. It contains financial information, regulatory disclosure, announcements, circulars and notices in accordance with the applicable laws and regulations.	

Reviewed & Confirmed		Approved by	
Shalike Karunasena	Director / Group CFO	Board of Directors	

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2.2	English is the main language of communication for the Company. A clear and concise language will be used to the extent that is practical. In its communications, the Company might use industry and financial terminology. Translated versions of communication may be considered, if it is necessary.
2.3	Dissemination of information and communications with shareholders are made through the corporate website, website of the Colombo Stock Exchange, meetings, letters, circulars. The Company may use social media platforms to disseminate general information to the public at large. Shareholders may at any time elect to receive documents from us in printed form, and they will be issued free of charge.
a) Corporate Website	
2.4	The Company's primary way of communicating with shareholders, by electronic means, is its corporate website. It contains range of information relevant to shareholders concerning the operation of the Company and facilitates efficient, timely and convenient communication with us. These will be posted after they have been released to the Colombo Stock Exchange.
2.5	Shareholders are encouraged to use the corporate website for financial reports and other corporate communications (such as press releases and presentation materials) to reduce the number of printed copies in view of the sustainability and cost containment perspectives. The documents posted on the corporate website will be at least kept for five years from the date of publication.
2.6	Financial information shall be published on a timely manner to keep shareholders informed of the Company's financial performance and strategic direction in compliance with the CSE's continuing listing requirements and other regulations.
2.6	Annually, the annual report serves as the primary means of communication for its stakeholders. In addition to the financial results together with notices of general meetings, this includes the Annual Report of the Board of Directors, Management Discussion and Analysis, Risk Management, and Corporate Governance. The Company releases its financial reports quarterly.
2.7	The Company Secretary conveys the information necessary by CSE regulations after its approval by the Board of Directors, and the CSE is updated. The Group Chief Financial Officer will oversee the publication of such information on the Group's website.
b) Shareholder Meetings	
2.8	The annual general meetings ('AGM') and extraordinary general meetings ('EGM') are the primary forums for communication with shareholders and shareholder participation. The Company encourages shareholders to participate in general meetings in person, virtually, or by representative proxies if they are unable to attend.
2.9	Notices of general meetings, proxy forms and accompanying circulars and reports are provided/dispached to shareholders within the prescribed time period prior to the date of the meeting, being in line with the relevant provisions of the Articles of Association and with the listing rules. The notice of meeting which contained in the annual report clearly communicates the date, time and venue (in person meeting) or the mode of conducting the meeting along with the resolutions.
2.10	The aforementioned documents along with the Company's Annual Report are provided in soft form on the CSE website and the Company's corporate website. Hard copies of the Annual Report are issued on request.
2.11	Procedures of the general meetings are set out to the extent that does not infringe any statutory or regulatory provisions in force. In the case that virtual or hybrid shareholder

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	meetings are held, the Company gives particular instructions to be followed in order to connect to relevant shareholder meetings.
2.12	Shareholders are able to submit notice of issues to be taken up at the general meetings provided they are submitted to the Company Secretary/the Chairman of the Company prior to the time period stipulated for such notice under the Companies Act.
2.13	At each Annual General Meeting of the Company, shareholders will have opportunity to bring up pertinent questions through the Chairperson of the Annual General Meeting. He will give shareholders adequate time to pose questions and provide comments. The Directors and relevant key personnel who are required for the meeting's conduct will be present physically or via the on-line platform and will reply to shareholder queries. The Company's Independent External Auditor is invited to the general meetings to answer any inquiries on the auditing procedure and the contents of the Auditors' Report.
2.14	Extraordinary General Meetings are gatherings of the Company's shareholders that are called to discuss and vote on important matters that require their approval outside of the regular AGM schedule. EGM is utilized to deal with urgent matters that come up between annual shareholders' meetings. Suggestions made at general meetings shall be adopted as far as practical.

Communication via Email or Post

3.1	Shareholders may elect to receive shareholder communications from the Company via e-mail or postal mail. In the event that communications are required via email, shareholders should notify their current email addresses.
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Shareholder Inquiries

4.1	Shareholders are requested to update the correspondence address with the Company Secretariate or with the CDS through their respective stockbrokers, as relevant. Shareholder queries and requests relating to their shareholding are responded to by the Company Secretary or by their staff.
4.2	Shareholder queries received that are not related to their shareholding but relate to any publicly available information are referred to the Group Chief Financial Officer via corporateoffice@ceylonhotels.net. In the event their concerns have not been adequately addressed, they may inform same to the Chairman of the Company through the Company Secretary at the address stated below.

Company Secretary and Registrars

Deloitte Corporate Services (Private) Limited (Formerly known as 'Accounting Systems Secretarial Services (Pvt) Limited')
Level 3, No.11, Castle Lane,
Colombo 04


Telephone

Direct : 0115444425

General : 0112505152

Website : <https://www2.deloitte.com/lk/en.html>

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Publication of the policy	
5.1	The policy is made available in the Company's corporate website for the perusal of its shareholders and other stakeholders. Any clarifications regarding the policy should be directed to the Group Chief Financial Officer.
Policy Output	Open and Transparent Communication with Shareholders and Investors
Policy Records	Policy on Relations with Shareholders and Investors

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