
 Ceylon Hotels Corporation PLC	<b>CEYLON HOTELS CORPORATION PLC - POLICY DOCUMENT</b>		
	<b>POLICY ON CORPORATE DISCLOSURE</b>		
	Effective from 30.09.2024	<b>Document No:</b> PO/2024/010/VERSION 1	Page 1 of 3


<b>Scope</b>	<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>This Corporate Disclosure Policy (the "Policy") outlines the requirements and procedures for disclosing key information to the public. It aims to ensure transparency and compliance with legal obligations, detailing the types of information to be disclosed and the appropriate communication channels.</p> <p>The policy has been formulated in compliance with Rule 9.2.1(j) of the listing rules of the Colombo Stock Exchange (‘CSE’).</p>		
<b>Policy measures</b>	Commitment to 100% adherence		
<b>Definitions</b>	The Company	Ceylon Hotels Corporation PLC	
	Policy	Policy on Corporate Disclosures of Ceylon Hotels Corporation PLC	
	Board	The Board of Directors of Ceylon Hotels Corporation PLC	
	Corporate website	<a href="http://www.chcplc.com">www.chcplc.com</a>	
	Stakeholders	Stakeholders are individuals or groups that have an interest in or are affected by the activities and decisions of the Company. This can include employees, shareholders, customers, suppliers, community, regulatory bodies and investors.	
<b>Responsibility</b>	This policy is subject to regular review by the Board of Directors (‘Board’) to ensure its efficacy and relevance.		
<b>Disclosure and Transparency</b>			
1.1	<p>This details our dedication to delivering precise and timely information to our stakeholders. Transparency is vital for fostering trust and sustaining our reputation. The following key principles guide the approach:</p> <ul style="list-style-type: none"> <li>▪ <b>Timeliness:</b> Information will be disclosed promptly to ensure stakeholders have access to relevant data as it becomes available.</li> <li>▪ <b>Accuracy:</b> All disclosures will be fact-checked and verified to maintain credibility.</li> <li>▪ <b>Consistency:</b> Standardized communication channels will be used to ensure uniformity in how information is shared.</li> <li>▪ <b>Accessibility:</b> Disclosures will be made available through multiple platforms to reach a broad audience effectively.</li> <li>▪ <b>Regulatory Compliance:</b> All legal and regulatory requirements concerning corporate disclosure will be adhered to.</li> </ul>		
1.2	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.		

<b>Reviewed &amp; Confirmed</b>		<b>Approved by</b>	
Shalike Karunasena	Director / Group CFO	Board of Directors	

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<b>Types of Information</b>			
2.1	<b>Customer communications</b> <ul style="list-style-type: none"> <li>▪ Mass customer communications shall contain concise details of the services, and the information can be obtained via corporate website.</li> <li>▪ The Company shall use customers' personal information provided at the time of obtaining services to communicate customer specific important notices/ promotional details or any other information deemed necessary to be informed to the customer.</li> </ul>		
2.2	<b>Information Sources</b> The Company's website shall provide information about services as applicable for tourism industry. The customer shall call hotel reservation details for further information or clarification on services. <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> Ceylon Hotels Corporation PLC  Regency Wing – Galle Face Hotel  No. 02, Galle Road,  Colombo 03   Tel : 011-7765555  Email : <a href="mailto:reservations@ceylonhotels.net">reservations@ceylonhotels.net</a>  Website : <a href="https://www.chcplc.com">https://www.chcplc.com</a> </td> <td style="width: 50%; vertical-align: top;"> The Kandy Hotels Company (1938) PLC  Regency Wing – Galle Face Hotel  No. 02, Galle Road,  Colombo 03   Tel : 081-2222813/ 081-2233024  Email : <a href="mailto:gm.queens@kandyhotels.lk">gm.queens@kandyhotels.lk</a>,  <a href="mailto:gm.suisse@kandyhotels.lk">gm.suisse@kandyhotels.lk</a>  Website : <a href="http://www.queenshotel.lk">www.queenshotel.lk</a>  <a href="http://www.hotelsuisse.lk">www.hotelsuisse.lk</a> </td> </tr> </table>	Ceylon Hotels Corporation PLC Regency Wing – Galle Face Hotel No. 02, Galle Road, Colombo 03  Tel : 011-7765555 Email : <a href="mailto:reservations@ceylonhotels.net">reservations@ceylonhotels.net</a> Website : <a href="https://www.chcplc.com">https://www.chcplc.com</a>	The Kandy Hotels Company (1938) PLC Regency Wing – Galle Face Hotel No. 02, Galle Road, Colombo 03  Tel : 081-2222813/ 081-2233024 Email : <a href="mailto:gm.queens@kandyhotels.lk">gm.queens@kandyhotels.lk</a> , <a href="mailto:gm.suisse@kandyhotels.lk">gm.suisse@kandyhotels.lk</a> Website : <a href="http://www.queenshotel.lk">www.queenshotel.lk</a> <a href="http://www.hotelsuisse.lk">www.hotelsuisse.lk</a>
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<b>Communication Channels</b>			
3.1	The Company will determine the mode of communication to make the corporate disclosures, and its appropriate mix based on the type of information disclosed ensuring that the stakeholders have the equal access to the corporate information in a way that meet their needs.		
3.2	Dissemination of information and communications with stakeholders is done through the corporate website, which is the key information channel, website of the Colombo Stock Exchange, meetings, letters, circulars. The Company may use mass media and other social media platforms to disseminate general information to the public at large.		
3.3	The Company's primary way of communicating with stakeholders, by electronic means, is its corporate website. It contains range of information relevant to stakeholders concerning the operation of the Company and facilitates efficient, timely and convenient communicate . These will be posted after they have been released to the Colombo Stock Exchange.		
3.4	Stakeholders 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.		
3.5	Financial information shall be published in a timely manner to keep stakeholders informed of the Company's financial performance and strategic direction in compliance with the CSE's continuing listing requirements and other regulations.		

<b>Reviewed &amp; Confirmed</b>		<b>Approved by</b>	
Shalike Karunasena	Director / Group CFO	Board of Directors	

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3.6	Annually, the annual report serves as the primary means of communication for its stakeholders. 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.
3.7	Audited financial statements, together with the annual reports and interim financial statements, must be published on the corporate website. All regulatory corporate disclosures shall be made in accordance with the applicable rules and regulations at all times.
<b>Publication of the policy</b>	
4.1	The policy is made available on 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.
<b>Policy Output</b>	Framework for Corporate Disclosures
<b>Policy Records</b>	Policy on Corporate Disclosures

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