



## POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS

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Prepared by	Policy & Planning & Compliance department
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## **1. OBJECTIVE**

Asia Asset Finance PLC's (the "Company") relations with shareholders and investors policy is designed for enhancing the Company's shareholder value through maintaining regular communication with its shareholders, both individual and institutional ("Shareholder").

## **2. INTRODUCTION TO THE POLICY**

This Policy sets out the standards and the requirements of the Company in relation to shareholders & Investors. The Company believes that an effective communication with shareholders and Investors enhances its strong culture of fair disclosure to keep them informed about the Company and that they should have access to the latest information available utilizing, where practicable, electronic communications in a timely manner subject to statutory limitations. The primary reason is to ensure the company maintains good relationships with its shareholders and investors by being transparent, fair, and accountable. This builds trust, encourages more investment, and avoids conflicts.

Companies ensure the integrity and value of the assets and shareholder investments is paramount. The Management of Company Assets Policy establishes rigorous procedures and controls to manage, utilize, and safeguard the resources responsibly, while upholding financial integrity and shareholder value.

## **3. COMMUNICATION PRINCIPLES**

The company adopts clear and precise language in its communications with shareholders, with English serving as the primary medium. However, to ensure comprehensive and accurate dissemination of information, industry-specific and financial terminology may be utilized when applicable. Furthermore, translated versions of such communications may be provided where deemed appropriate.

## **4. COMMUNICATION CHANNELS**

The Company will utilize various communication channels to ensure that shareholders and all relevant stakeholders have equitable access to publicly available corporate information. Corporate communications containing regulatory disclosures and official notices, including but not limited to financial statements, results announcements, corporate updates, and circulars, will be disseminated in compliance with the applicable legal and regulatory obligations governing the Company.

## **5. SHAREHOLDER MEETINGS**

The general meetings of the Company, namely, the annual general meetings and extraordinary general meetings are the primary forums for communication with shareholders and for shareholder

participation. the Company encourages shareholders to participate in general meetings in person or by representative proxies, if the shareholders are unable to attend.

Notices of general meetings, proxy forms and accompanying circulars and reports are provided within the prescribed time period prior to general meetings. these documents along with the Company Annual Report are provided in soft copy form on the CES website, [www.cse.lk](http://www.cse.lk) and also in the company's website, [www.asiaassetfinance.lk](http://www.asiaassetfinance.lk). A hard copy of the Annual Report is issued if any shareholder makes a request. Notice of meeting is drafted clearly to communicate the date, time and venue (in the event of a physical meeting) or the mode of conducting the meeting along with the resolution set out explaining the nature of business to be transacted at the meeting.

Shareholders are able to submit notice of issues to be taken up at general meetings provided they are submitted to the Company Secretary or to the Chairman of the Company prior to the time period stipulated for such notice under the Companies Act No. 7 of 2007. The Chairman of general meetings will allow reasonable time for shareholders to raise questions and comments.

The company applies the Rule 9.4 of Listing Rules adherence to principles of democracy in the adoption of meeting procedures and the conduct of all general meetings with shareholders.

## **6. CORPORATE AND FINANCIAL DISCLOSURES**

The Company publishes its interim financial results on a quarterly basis, and its financial year - end audited accounts and annual report in accordance with the Continuing Listed Requirements of the CSE and other applicable regulations and standards. the Company ensures timely publication of financial results aiming to provide a fair, balanced and understandable disclosure of information to allow shareholders assess the Company's financial position.

## **7. CORPORATE WEBSITE**

The Company encouraged shareholders to access and read corporate communications and reports posted on the Company website to reduce the number of printed copies in support of cost containment and sustainability initiative of the Company also to focus to be fully digitalized the company operations.

## **8. SHAREHOLDERS' COMMUNICATION WITH THE COMPANY**

Shareholders may at any time direct their enquiries pertaining to their shareholding or any published/publicly accessible information relating to the Company, and can additionally submit comments and recommendations to the Directors or management of the Company Secretary at the following details:

Company Secretary

Address : Asia Asset Finance PLC, No 76, Park Street, Colombo 2

E-mail : [companysecretary@asiaassetfinance.lk](mailto:companysecretary@asiaassetfinance.lk)

The Company Secretary or staff of the Company Secretariat respond to shareholders' enquiries and enquiries regarding their shares, dividends payable, dividend payment history, transmission, and furthermore. If the complaint has not been satisfactorily addressed through such channels, or if they believe that such methods of contact are unsuitable for resolving such concerns, they could write to the Director / Chief Executive Officer, c/o the Company Secretary, at the above-mentioned address.

## **9. SHAREHOLDER PRIVACY**

The Company recognizes the importance of shareholders' privacy and will not disclose shareholders' information without shareholders' consent unless required by law.

## **10. REVIEW MONITOR AND UPDATE OF THE POLICY**

As the owner of the policy, Compliance officer shall be responsible to review the policy at least annually or more frequently as necessary. Any changes and amendments should be documented with rationale and to be presented to the Nominations and Governance committee for review and approval.