



Ceylon Tea Brokers PLC

Policy on Corporate Disclosures

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Table of Contents

1 Introduction	3
2 Disclosure and Transparency	3
2.1 Customer Communications	3
2.2 Communication Channels	3
2.3 Discontinuation of Services	3
2.4 Public Notices and Corporate Correspondence	4
2.5 General Disclosure	4

1. INTRODUCTION

This policy outlines the key information that Ceylon Tea Brokers PLC must disclose to the public and the communication channels used for such disclosures. It ensures transparency, compliance with regulations, and the dissemination of accurate information to stakeholders, including clients, shareholders, and regulatory bodies.

2. DISCLOSURE AND TRANSPARENCY

All information provided by Ceylon Tea Brokers PLC must be clear, concise, and accurate. It is critical that the communication does not mislead customers or stakeholders regarding the company's services or operations.

2.1 CUSTOMER COMMUNICATIONS

Mass communications to customers (e.g., regarding corporate updates, product offerings, or operational changes) shall be concise and informative. Additional details on products or services can be accessed via the corporate website, by contacting our offices, or by reaching out to designated company representatives.

Ceylon Tea Brokers PLC may also use customers' personal information, provided at the time of account setup or during service engagement, to communicate important notices, promotional details, or any other relevant information.

2.2 COMMUNICATION CHANNELS

The primary communication channel for corporate disclosures will be the official Ceylon Tea Brokers PLC website. Additional communication channels may include mass media, social media platforms, e-mail notifications, SMS alerts, letters, and any other appropriate methods, depending on the type of information being shared.

For personalized communications, Ceylon Tea Brokers PLC will use the most recent contact details provided by customers. Public notices, advertisements, and other important disclosures may also be communicated through print media and relevant digital channels.

2.3 DISCONTINUATION OF SERVICES

In the event of a service discontinuation, Ceylon Tea Brokers PLC will issue a public notice and communicate the discontinuation to customers through appropriate channels. This communication will comply with applicable regulations and company policies, providing adequate notice for customers to make necessary arrangements.

2.4 PUBLIC NOTICES AND CORPORATE CORRESPONDENCE

All official corporate disclosures will be made by the Board of Directors, the Chief Executive Officer, or a representative appointed by them in accordance with company guidelines and policies.

Additionally, all correspondence and communications related to shareholders, including announcements, notices, and disclosures, will be handled by the Company Secretary, in line with regulatory requirements.

2.5 GENERAL DISCLOSURE

The following information shall be available at Ceylon Tea Brokers PLC's head office:

- i. The company's operating licenses.
- ii. The latest set of audited financial statements.
- iii. The company's credit ratings.
- iv. Contact details of any relevant external regulatory bodies
- v. Applicable rates, fees, and charges.

The following mandatory disclosures will be published on the company's corporate website:

- i. Audited financial reports.
- ii. Interim financial reports.
- iii. Company Annual Reports.
- iv. Key product and service information.

All regulatory disclosures required by law or applicable regulations will be made in a timely manner, in compliance with the relevant standards.