



Ceylon Tea Brokers PLC

Policy on Relations with Shareholders and Investors

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1. INTRODUCTION

1.1 Purpose

This Policy outlines the Company's standards and the requirements for communication with shareholders & Investors.

The Company believes that an effective policy for communication with shareholders and Investors enhances its strong culture of fair disclosure to keep them informed. The policy emphasizes the use of electronic communications to provide timely updates, subject to statutory limitations, allowing for greater accessibility to the latest available information.

Policy Review

The Board of Directors is responsible for maintaining an open dialogue with shareholders and investors and regularly reviewing the shareholders and Investors communication policy to ensure its effectiveness.

2. Communication Approval

All communications with shareholders require approval from the Board of Directors. In situations where this is impractical, communications may be approved by a majority of the Board, including both the Chairman and the Chief Executive Officer.

3. General Meetings

3.1 Annual General Meeting (AGM)

The AGM serves as the primary forum for the Company to communicate directly with shareholders and for shareholders to participate actively.

3.2 Notices of General Meetings

The company will arrange for the notice of the Annual General Meeting and related papers to be sent to shareholders as determined by the statutes prior to the meeting.

Shareholders are encouraged to actively participate in the AGM in which ever the way the meetings are held either physically/virtually and to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.

3.3 Suggestions/Comments

Where feasible, suggestions made by shareholders during the General Meetings will be considered for implementation.

4. Communication with Shareholders

- i. Written Information - The Company's Annual Report is the primary means of communication with shareholders. It provides a comprehensive overview of the Company's financial performance, significant trends, key developments, and its relationships with employees, communities, and the environment. The report will be made readily available to shareholders and other stakeholders in a timely manner.
- ii. Electronic Communication - The Company's website is an important part of the company's Shareholder Communications. The Company will include on its website a range of information relevant to shareholders concerning the operation of the Company.

5. Access to Directors

During General Meetings, shareholders have the opportunity to ask relevant questions through the Chairperson. In addition, the Chairpersons of various Board committees will be present to address any inquiries related to their respective areas of responsibility.

6. Investing / Divesting decisions

Shareholders investing directly in the Company's shares are encouraged to conduct thorough analysis or seek independent advice before making any investment or divestment decisions.

7. Company Contacts

For any inquiries, shareholders are encouraged to contact the Company Secretary using the details provided below:

Contact Information:

Company Secretary: P W Corporate Secretarial (Pvt) Ltd

Address: No. 3/17, Kynsey Road, Colombo 08.

Telephone: (+94) 11-4640360-3

Fax: (+94) 11-4740588

Email: pwcs@pwcs.lk