

Policy on Relations with Shareholders and Investors

Board : Board of Directors of Gestetner of Ceylon PLC

Company: Gestetner of Ceylon PLC

Version: 01

Listing Rules': Listing Rule 9.2.1 (G)

1.INTRODUCTION

1.1 Overview

This Policy highlights Gestetner of Ceylon PLC's commitment to promoting transparent and effective communication with shareholders and investors. The Company is devoted to fostering a culture of fair disclosure, ensuring that shareholders and investors remain well-informed about its performance and progress. To support this, the Company uses timely electronic communications whenever possible, in compliance with legal requirements. This approach demonstrates our commitment to maintaining open and accessible communication channels with all stakeholders.

1.2. Board approval / Review of the Policy

The Board of Directors of Gestetner of Ceylon PLC is tasked with ensuring continuous communication with shareholders and investors. The Board is dedicated to regularly reviewing and refining the Company's communication policy to maintain its effectiveness and align with best practices. This proactive strategy ensures that engagement with shareholders and investors remains strong and adapts to changing needs and expectations.

2. Approval of communications with shareholders

The Board of Directors will oversee and approve all communications with shareholders. In instances where it is not feasible for the Board to provide timely approval, the Chairman authorized to review and approve such communications on their behalf.

3. General Meetings

3.1 Meetings

The Annual General Meeting (AGM) and other general meetings serve as the primary platforms for Gestetner of Ceylon PLC to engage with its shareholders. These meetings provide a key opportunity for direct communication and active participation, allowing shareholders to interact with the Company and contribute to important discussions and decisions.

3.2 Notices of General Meetings

Gestetner of Ceylon PLC will ensure that the notice of the Annual General Meeting, along with all necessary documents, is distributed to shareholders in compliance with legal requirements prior to the meeting. The Company encourages all shareholders to actively engage in these meetings, whether held in person or virtually. For shareholders unable to attend, it is recommended to appoint proxies to represent them, ensuring their voting rights are exercised in their absence.

3.3 Suggestions/Comments

As far as possible to implement the suggestions made at the General Meeting.

4. SHAREHOLDER AND INVESTOR COMMUNICATION

4.1 Transparency and Disclosure

- **Disclosure Practices:** The Company commits to transparency by disclosing material information in a timely and accurate manner.
- **Regulatory Requirements:** Comply with the disclosure requirements set forth by legislations, the Colombo Stock Exchange and any regulatory authority.
- **Consistency:** Ensure consistency in the information provided across various platforms to avoid misinformation and maintain credibility

4.2 Annual Reports and Financial Statements

- **Annual Reports:** Prepare and distribute comprehensive annual reports that include audited financial statements, management discussions, and analyses.
- **Financial Statements:** Publish quarterly and annual financial statements that adhere to applicable accounting standards and regulatory requirements. Make these documents readily available on the Company's website.

4.3 Shareholder Meetings

- **Annual General Meetings (AGMs):** Conduct AGMs in accordance with Companies Act No.07 of 2007's requirements. Provide shareholders with adequate notice, including the meeting agenda, and resolutions to be passed.
- **Extraordinary General Meetings (EGMs):** Arrange EGMs as needed to address specific issues or corporate actions that require shareholder approval. Ensure that relevant information is provided to shareholders in advance.
- **Meeting Accessibility:** Facilitate shareholder participation by providing options for remote attendance and voting where possible.

4.4 Digital Communication

- **Website:** Maintain an up to date corporate website with a dedicated investor relations Section. This section should include financial reports, press releases, and governance Documents, and other relevant information.

4.5 Handling Shareholder Complaints

- **Complaint Mechanism:** A shareholder may forward any complain to the Company Secretary in writing. The Company Secretary shall include the matter in the agenda of the next Board Meeting
- **Resolution:** Address shareholder complaints with transparency and fairness.

5. POLICY REVIEW AND UPDATES

- **Annual Review:** Review this policy annually or more frequently if necessary to ensure its relevance and effectiveness. Consider changes in regulations, Company operations, and industry best practices.
- **Policy Updates:** Update the policy as needed to reflect changes in regulatory requirements, corporate governance practices, and stakeholder expectations.

6. MISCELLANEOUS

In so far as this Policy imposes any obligations on the Company, those obligations are not contractual and do not result in or confer any contractual rights to any person whomsoever.