

**COMMERCIAL CREDIT AND  
FINANCE PLC**

CCFP - PUBLIC

**Policy on Relations with  
Shareholders and Investors**

## **TABLE OF CONTENT**

<b>1. Objective .....</b>	<b>2</b>
<b>2. Version Control .....</b>	<b>2</b>
<b>3. General Meeting .....</b>	<b>2</b>
<b>4. Notice of General Meetings .....</b>	<b>3</b>
<b>5. Location .....</b>	<b>3</b>
<b>6. Attendance to the meeting .....</b>	<b>3</b>
<b>7. Quorum and the requirement to pass a resolution .....</b>	<b>3</b>
<b>8. Other forms of communications .....</b>	<b>4</b>
<b>8.1 Communication with CSE .....</b>	<b>4</b>
<b>8.2 Communication with Investors and Shareholders .....</b>	<b>5</b>

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## 1. Objective

The Company is required to communicate with its stakeholders on a regular basis in the normal course of business as well as in exceptional situations. The Company is committed to have a credible, transparent and effective communication policy with its major stakeholders to present timely, accurate and relevant information. The objective of this policy is to provide clarity on the matters pertaining to investor relations. This Policy is a direct extracted form the company Board approved Communication Policy.

## 2. Version Control

This policy will be reviewed once in every three (3) financial years or in the event of any changes in the regulatory or Environmental requirements. The updates will be recorded in the Version Control.

Version Code	Release Date	Prepared by	Approved by
2.0	September 2022	Company Secatrey	Board of Directors

## 3. General Meeting

- The company should ensure that the communications are made within the time frame stipulated for Annual General Meetings (AGMs), Extraordinary General Meeting (EGM), Special General Meeting (SGMs) and other corporate communications and should be coordinated with the company secretary and registrar of companies
- The Company will hold an AGM annually and EGMs / SGMs as required in terms of the Articles of Association of the company and the Companies Act.
- Notice of meeting informing time, place of meeting, resolutions, agenda and proxies and whether the meeting is a physical, virtual or hybrid virtual, should be

sent well in advance and comply with the listing rules of the Colombo Security Exchange (CSE), Companies Act and Articles of Association.

#### **4. Notice of General Meetings**

The Board of Directors must give notice of Annual General Meetings at least 15 working days before the day of the meeting through publication of a notice on the Company's website or CSE Announcement, which will be directly and permanently accessible until the meeting.

#### **5. Location**

The Company policy is to have physical shareholder meetings at locations suitable to accommodate shareholders / debenture holders. However, the Company may decide to hold virtual or hybrid shareholder or debenture holder meetings at the sole discretion of the Board.

#### **6. Attendance to the meeting**

The investor meeting will be chaired by the Chairman of the Board of Directors of the company wherever possible and if chairman is unable to attend the meeting, a chairman for the meeting will be appointed as per the Articles of the association.

The meetings of shareholders of the Company is an opportunity to interact and provide information to shareholders and the Company must encourage participation of investors at these meetings.

#### **7. Quorum and the requirement to pass a resolution**

Special resolutions adopted require not less than 85% of the shareholders' votes to be valid resolutions and ordinary resolution needs majority.

No business shall be transacted at any general meetings unless a quorum is present when the meeting proceeds to business. Three (03) members present in person or

virtually or by proxy or attorney or by an authorized representative, shall be a quorum for any Shareholders' Meeting to be held as per the articles number 5.

## **8. Other forms of communications**

The Company encourages effective communication with shareholders who are engaged through multiple channels of communication, including the AGM (detailed above), Annual Report, Interim Financial Statements, press releases, social media platforms and announcements to the CSE, electronically or other means.

Commercial Credit is committed to engaging its shareholders through regular, timely, accurate and fair communication, in compliance with the prevailing requirements for the disclosure of information in accordance with listing rules of the Colombo stock exchange, the Code of Corporate Governance, and other applicable securities laws and regulations.

The company should communicate with the shareholders and debenture holders as required by the Articles of Association and the Companies Act No. 07 of 2007.

### **8.1 Communication with CSE**

CCFP is a public company listed in the Colombo Stock Exchange (CSE). The Company is subject to continuous disclosure requirements under the CSE listing rules. Technical responsibility is with the Chief Financial Officer and the Company Secretary.

- Audited Financial Statements, Quarterly Financial Statements and Annual Reports should be uploaded to the CSE websites as per the regulations within the stipulated time frames.
- Any information concerning the Company which may have a material effect on the share price of the Company needs to be disclosed.
- The Communications will be made by the Company Secretary, CEO, CFO or an Executive Director.

- All announcements to the CSE should be uploaded to the CSE website by the Company Secretary in line with regulations followed by an email circulated to the directors for information.
- Accounts, announcements and circulars relating to Share Issues, Right Issues, any other matters coming under the scope of the CSE, should be posted to shareholders as required by rules of the CSE, Companies Act and Articles of Association within the required time frames.

## **8.2 Communication with Investors and Shareholders**

Shareholders may also, at any time, direct queries and concerns to Directors or Management of the Company through the Company Secretary. The Company Secretary maintain a record of all correspondence received and keeps the Board apprised of issues raised by the shareholders to ensure that they are addressed in an appropriate manner. Matters raised in writing are responded to in writing directly by the Company Secretaries, as relevant.



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