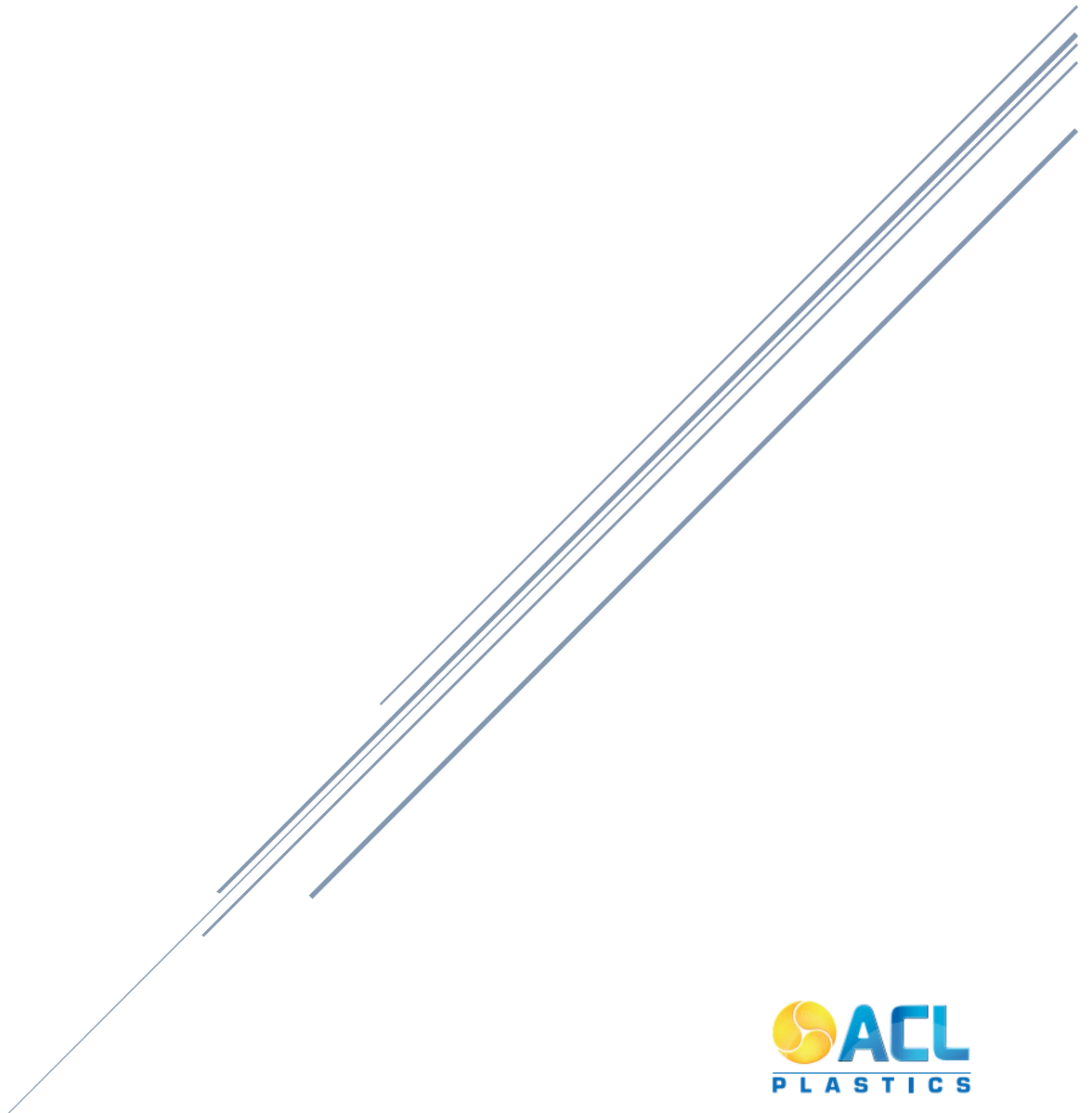


# Policy on Relations with shareholder and investors



## Contents

<b>1. Objective .....</b>	<b>2</b>
<b>2. General Meeting .....</b>	<b>2</b>
<b>3. Notice of General Meetings.....</b>	<b>2</b>
<b>4. Location.....</b>	<b>2</b>
<b>5. Attendance to the meeting .....</b>	<b>2</b>
<b>6. Quorum and the requirement to pass a resolution .....</b>	<b>2</b>
<b>7. Other forms of communications .....</b>	<b>3</b>
<b>7.1 Communication with CSE .....</b>	<b>3</b>

## **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.

## **2. General Meeting**

The company holds a General Meeting in each year as its Annual General Meetings in addition to any other meetings in that year. The Annual General Meetings will be held not later than six months after the Balance sheet Date (31<sup>st</sup> March) and not more than fifteen months elapse between the date of one Annual General Meeting of the Company and that of the next.

All general meetings other than the Annual General Meetings will be considered as Extra Ordinary General meetings and those Meetings are held as often as the Board of Directors deems necessary.

## **3. 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.

## **4. Location**

Shareholders' Meetings are held at the either physically or virtually as decided by the Board of Directors and if it is held virtually, it will be held at the locations mentioned in the convening notice.

## **5. Attendance to the meeting**

Each holder of one or more shares may attend Shareholders' Meetings, either in person or by written proxy, speak, and vote according to the Articles of Association of the company.

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

All resolutions adopted require not less than 85% of the shareholders' votes to be valid resolutions.

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.

## **7. 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.

### **7.1 Communication with CSE**

ACL Plastics PLC 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. 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 Secretaries – **Corporate Affairs Pvt Ltd**, The Company Secretaries 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.