

# CORPORATE DISCLOSURE POLICY



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## **1. Introduction**

People's Leasing & Finance PLC ("the Company/ PLC") recognizes the importance of transparent and timely communication with its stakeholders. This Corporate Disclosure Policy establishes guidelines for the disclosure of material information, ensuring compliance with the Colombo Stock Exchange (CSE), the Securities & Exchange Commission of Sri Lanka, the Central Bank of Sri Lanka and the Registrar General of Companies with regard to Statutory filings.

## **2. Policy Statement**

The Company is committed to providing accurate, timely, and consistent information to its shareholders, investors, regulators, and the public and all other relevant stakeholders. This policy outlines the principles and procedures governing corporate disclosures to maintain the highest standards of transparency and compliance.

## **3. Objectives of the Policy**

The primary objectives of this Corporate Disclosure Policy are:

- To ensure compliance with the regulations of the Colombo Stock Exchange and the Central Bank of Sri Lanka.
- To provide timely and accurate information to all stakeholders.
- To maintain market confidence and investor trust in PLC.
- To prevent the misuse of inside information.

## **4. Regulatory Compliance**

### **4.1 Colombo Stock Exchange (CSE)**

The Company will adhere to all disclosure requirements outlined by the Colombo Stock Exchange. Any material information that could affect the market value of the Company's securities will be disclosed promptly through the CSE's prescribed channels.

## **4.2 Central Bank of Sri Lanka**

As a non-bank financial institution registered with the Central Bank of Sri Lanka, the Company will comply with all relevant regulations and guidelines set forth by the Central Bank.

## **5. Types of Information to be disclosed**

PLC is committed to disclosing information that is material and relevant to the assessment of its financial position, performance, and future prospects. This includes but is not limited to:

- Financial results and statements.
- Significant business developments.
- Changes in governance structure (Board of Directors and Chief Executive Officer).
- Material events or transactions/price sensitive information.
- Market Announcements as required under the Listing Rules of the Colombo Stock Exchange /Securities & Exchange Commission of Sri Lanka
- Any Statutory and regulatory filings applicable to the Company
- Regulatory developments that may impact the company.

## **6. Materiality**

Disclosures will focus on material information that may have a significant impact on the Company's financial performance, operations, or market value. Materiality will be assessed based on the criteria provided by regulatory authorities.

## **7. Disclosure Principles**

- **Timeliness:** The Company will ensure the timely disclosure of material information. Information will be disclosed as soon as practically possible, avoiding any delay that may lead to information asymmetry.

- **Accuracy:** All disclosures must be accurate, complete, and not misleading. The Company will take all necessary measures to ensure the accuracy of information before its release.
- **Consistency:** The Company will strive to maintain consistency in the disclosure of material information, avoiding selective disclosure to different stakeholders.

## 8. Methods of Communication

- **Press Releases**

Material information will be communicated through official press releases, distributed through recognized news distribution channels.

- **Regulatory Filings**

The Company will submit all required regulatory filings to the Colombo Stock Exchange and other relevant authorities within stipulated timelines.

- **Website**

The official company website will serve as a central repository for all public disclosures, ensuring accessibility to stakeholders.

- **Engaging Social Media**

Leveraging the power of social media platforms, the Company will actively engage with stakeholders by sharing key updates and insights. Through strategically crafted posts and announcements.

## 9. Spokesperson for Disclosure

Following designates are responsible to make disclosures via the channels prescribed below:

<b>Communication Channel</b>	<b>Responsible Party</b>
Colombo Stock Exchange	Corporate Secretariat Division
Company Website	Marketing Department
Press Releases	Marketing Department

Social Media	Marketing Department
Annual Reports and Interim Financial Statements	Finance Department
Investor briefings and conferences	Chief Executive Officer

## **10. Review and Approval**

All disclosures will be reviewed and approved by designated individuals within the Company to ensure accuracy and compliance with regulatory requirements.

## **11. Internal Controls and Training**

### **11.1 Internal Controls**

The Company will establish and maintain robust internal controls to ensure the accuracy and reliability of disclosed information.

### **11.2 Training and Awareness**

The Human Resources Department should provide training to relevant personnel to ensure awareness and understanding of the Corporate Disclosure Policy. Employees involved in disclosure processes should be educated on the importance of confidentiality and the potential consequences of non-compliance.

## **12. Investor Relations**

The Company actively engages with investors through various forums, such as annual general meetings (AGM), extraordinary general meetings (EGM), and investor conferences, Road shows to provide additional context and address inquiries.

## **13. Confidentiality**

All employees and individuals involved in the disclosure process must maintain the confidentiality of material non-public information until it is officially disclosed to the public.

### **13.1 Insider Trading Policy**

PLC strictly prohibits insider trading and this is cover under the Share Trading Policy of the Company. All employees, directors, and other stakeholders with access to material non-public information are required to comply with the Insider Trading Policy.

## **14. Contact Information**

For any inquiries or clarification regarding following corporate disclosures, stakeholders may contact:

<b>Disclosure Type</b>	<b>Contact person</b>
Colombo Stock Exchange related disclosures	Company Secretary
Company Website related disclosures	Head of Marketing
Press Releases	Head of Marketing
Annual Reports and Interim Financial Statements	Head of Finance
Investor briefings and conferences	Chief Executive Officer

## **15. Periodic Review and Updates**

This policy will be subject to review and update at least once in two years to align with changes in regulations, industry standards, and the Company's business requirements.

## **16. Effective Date of the Policy**

The policy will be effected on 1 March 2024.