

POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS

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1. Introduction to the policy

1.1 General

This Policy sets out the standards and the requirements of the Company in relation to 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 about the company and that they should have access to the latest information available utilizing, where practicable, electronic communications in a timely manner subject to statutory limitations.

1.2 Board approval / Review of the Policy

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

2. Approval of communications with shareholders

The Board will approve all shareholder communications. If in any circumstances that it is not practical, shareholder communications will be approved by the Chairman and Chief Executive Officer.

3. General Meetings

3.1 Meetings

The annual general meeting and other general meetings of the Company are the primary forum for communication by the company with its shareholders and for shareholder participation.

3.2 Notices of General Meetings

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.

The Company encourages Shareholders to participate in shareholders' meetings 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

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

4. Communication policy

The Company's Shareholder Communication Policy is based around the following sections:

1. Provision of written information

The Company's Annual Report to shareholders is the major communication provided to shareholders each year. In addition to meeting all formal requirements, the Annual Report shall be:

i. Informative

The Annual Report shall contain information that assists shareholders to understand the Company's financial results, trends, developments of importance, relationship with employees and any other relevant matters that may impact on the community and environment.

*Issued by CSY & CEO
Effective Date 27th June, 2024*

ii. Available

The report will be made easily available to shareholders and other stakeholders in a timely manner.

2. Electronic Communication

The Company is conscious of the efficiency of communicating electronically rather than on paper and intends informing/ encouraging the shareholders to choose the option of receiving communication via E-mail. At the same time company is equally aware that some shareholders will prefer to receive paper-based documents. The Company will ensure that, irrespective of the medium, all shareholders will receive access to the relevant information.

The Company's website is an important part of the company's Shareholder Communications policy. The Company will include on its website a range of information relevant to shareholders concerning the operation of the Company.

i. Communication via e-mail

Shareholders may elect to receive shareholder communications from the Company via e-mail. It is the responsibility of the shareholders to inform the Company Secretary the e-mail address if they wish to receive.

It is the responsibility of the shareholder to keep a current e-mail account and e-mail address and to notify the Company Secretary of any changes to these details.

If the Company receives rejection advice for any shareholder e-mail, the relevant material will not be sent to the shareholder again.

ii. Communication via post

The Company has in the past communicated with its shareholders via post and will continue to do so where a shareholder has not elected to use an electronic form of communication.

5. Access to Directors , Management and Auditors

Shareholders may at any time direct questions or requests for information from the Directors through the Company's web site or by written request forwarded to the Company Secretary. Replies to all such requests from the relevant departments will be forwarded with the approval of the CEO.

At each General Meeting of the Company the shareholders will through the Chairperson of the General meeting, be given the opportunity to ask relevant questions.

The Chairmen of the Board committees will be present at the General Meetings of the Company to respond to any questions shareholders may have regarding the matters covered in the respective Board Committees.

The company's external Auditors will attend the Annual General Meeting of the Company and will be available to answer any questions shareholders may have that are relevant to the conduct of the audit.

6. Investing / divesting decision

Individual Shareholders, investing directly in shares of the company should be encouraged to carry out adequate analysis or seek independent advice in investing or divesting decisions.

7. All concerns raised by shareholders will be reported to Board of Directors at the immediate next Board Meeting.

8. Access to this policy

This policy will be available for viewing by any shareholder of the Company on the Company's website.

9. Company Contacts

Shareholders, should direct their questions to the Company Secretary. Contact details:

Company Secretary,
Pan Asia Banking Corporation PLC,
No.450, Galle Road, Colombo 03.

Tele : Direct - 4667610
General – 2565565
Fax - 2301844
e-mail – customerservice@pabcbank.com