

SINGER FINANCE

POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS

In Compliance with CSE Listing Rule 9.2.1 (g)

VERSION 1.0

Document and Version Control

Document Type
Policy document

Document Name
Policy on Relations with Shareholders
and Investors

Document No
Version 1

Version/Revision
1.0

Written by
Thushan Amarasuriya
CEO

Contents examined by
Nadeesha De Silva
Compliance Officer

Released by
Lasitha Dias
Company Secretary

Approved by the Board
on
24/09/2024

RELATED DOCUMENTS

CSE Listing Rules – Section 9

Companies Act No. 07 of 2007

Articles of Association of the Company

ABBREVIATIONS USED IN THIS POLICY

CSE -Colombo Stock Exchange

FC -Finance Company

Table of Contents

RELATED DOCUMENTS	3
ABBREVIATIONS USED IN THIS POLICY	3
1. NEED FOR THE POLICY	5
2. PURPOSE	5
3. SCOPE	5
4. COMPANY WEBSITE.....	5
5. RESPONSIBILITY FOR THE POLICY.....	6
6. REVIEW AND RESPOND TO COMMUNICATIONS FROM SHAREHOLDERS	6
7. GENERAL MEETINGS.....	6
7.1 MINUTES OF GENERAL MEETING	6
8 SUGGESTIONS/COMMENTS OF SHAREHOLDERS	6
9 COMMUNIOICATION POLICY	6
10 ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS OF SHAREHOLDERS	8
11 RIGHTS OF SHAREHOLDERS TO DOCUMENTS.....	8
12 COMMUNICATION TO THE BOARD FROM SHAREHOLDERS	9
13 REVIEW OF THE POLICY.....	9

1. NEED FOR THE POLICY

To comply with the requirements set out in Section 9 of Listing Rules issued by Colombo Stock Exchange, applicable sections of the Companies Act No. 07 of 2007 and Articles of Association of the company.

For the purposes of this policy the term “Company” is defined to mean Singer Finance (Lanka)PLC-(SFL)

2. PURPOSE

Singer Finance (Lanka) PLC (the "Company") values the input and insights of all its stakeholders which includes shareholders and investors and believes that effective communication strengthens the role of the Company's Board of Directors (the "Board") as an active, informed and engaged body.

The purpose of this policy is to outline how the Company will provide shareholders and other investors with information about itself.

3. SCOPE

This policy applies to all forms of relations with Shareholders and Investors of Singer Finance (Lanka)PLC.

4. COMPANY WEBSITE

The Company has a website which can be found at www.singerfinance.com. The Company’s website is designed to provide shareholders and other investors with helpful information about the Company which includes the following important headings (but not limited to):

- (a) an overview of the Company’s product portfolio;
- (b) Board of Directors and Senior Management Team;
- (c) Copies of Annual Reports ;
- (d) Online services -Facility payments, registration and login to online banking
- (e) Copies of media releases the Company makes;
- (f) Contact details for enquiries – Hot line number and Email address - financecompany@singersl.com;
- (g) Credit rating
- (h) Branch locator
- (i) Deposit rates and exchange rates
- (J) Fact sheets – Fixed deposit, savings (ordinary and minor), leasing products and gold loans.

5. RESPONSIBILITY FOR 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.

6. REVIEW AND RESPOND TO COMMUNICATIONS FROM SHAREHOLDERS

The Board will review all shareholder communications that are materially relevant for discussion at the Board level. If it is not practical in certain circumstances, the Chairman and Chief Executive Officer will review and respond to shareholder communications. If communications from shareholders are not significant in terms of the seriousness of the matter (e.g. requesting to validate expired dividend cheques, asking for hard copies of annual reports, etc.), such matters will be handled by the Company Secretary or in his absence, by the Head of Finance.

7. GENERAL 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. 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.

7.1 MINUTES OF GENERAL MEETING

- (i) The Board shall ensure that minutes are kept of all proceedings at meetings of shareholders
- (ii) Minutes which have been signed correct by the chairperson of the meeting are prima facie evidence of the proceedings.

8 SUGGESTIONS/COMMENTS OF SHAREHOLDERS

The company's policy is to provide shareholders with sufficient time to speak at General Meetings. Shareholders are free to voice their thoughts, suggestions, and comments. The Board of Directors will make every effort to implement the suggestions put forward at the General Meetings.

9 COMMUNIOICATION POLICY

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

9.1 Choice of Language

Shareholders and Investors can communicate with the company in either English/Sinhala or Tamil Languages

9.2 Provision of written information

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

i. Informative

The annual report shall encompass comprehensive information aimed at enabling shareholders to comprehend the company's financial performance, trends, significant developments, employee relations, and other pertinent factors that could impact the community and the environment.

ii. Available

The annual report will be available on the company's website and the CSE website. We encourage shareholders and investors to use the digital copy to align with ESG requirements and reduce paper usage. However, if any shareholder or investor wishes to receive a hard copy, they can request one by writing to the Company secretary via email or post, clearly stating the address for the copy to be sent to. The Company secretary will send a copy by courier or post within 14 working days of receiving the request. If a shareholder or investor needs a copy sooner, they can visit the Head office in person or send a proxy to obtain a copy.

9.3 Electronic Communication

The company acknowledges the efficiency of electronic communication over paper and intends to encourage shareholders to opt for receiving communication via email. However, the company also recognizes that some shareholders may prefer to receive paper documents. The company will ensure that all shareholders, regardless of their preference, have access to the relevant information. The company's website is an important part of its shareholder communications policy and will contain a range of information relevant to shareholders regarding the company's operations.

9.4 Communication via e-mail

Shareholders have the option to receive communications from the Company via email. It is the shareholders' responsibility to provide the Company Secretary with their email address if they wish to receive communications in this way. Shareholders are also responsible for maintaining an up-to-date email account and address, and for informing the Company Secretary of any changes to these details.

9.5 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.

9.6 Access to Directors

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 mediation of the Chairperson of the General meeting, be given the opportunity to ask relevant questions. The Chairman 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.

9.7 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.

9.8 Access to this policy

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

10 ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS OF SHAREHOLDERS

- (i) The Board shall call an annual meeting of the company to be held;
 - (a) Once in each calendar year
 - (b) Not later than six months after the Balance Sheet date of the company and
 - (c) Not later than fifteen months after the previous Annual General Meeting.

The meeting shall be held on the date on which it is called to be held

- (ii) An extraordinary meeting of shareholders entitled to vote on an issue may be called at any time by the board and shall be called by the board on the written request of shareholders holding shares, carrying not less than ten per centum (10%) of votes which may be cast on that issue.

11 RIGHTS OF SHAREHOLDERS TO DOCUMENTS

A shareholder of the company is entitled,

SINGER FINANCE (LANKA) PLC
POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS

- (a) to inspect the document referred to in section 119 of the Companies Act No 7 of 2007, in the manner specified in section 121 of the Act and
- (b) to require copies of or extracts from any document which he/she may inspect, within five working days of making a request in writing for the copy or extract, on payment of any reasonable copying and administration fee determined by the company. The fee may be determined by any director or by the secretary, subject to any directions from the board.

As per section 119 of the Companies Act No 7 of 2007 the company shall keep following records available for inspection.

- (a) *Minutes of all meetings and resolutions of shareholders*
- (b) *Copies of written communication to all shareholders or to all holders of a class of shares during the preceding ten years, including annual reports, financial statements.*
- (c) *Certificates issued by directors under the Companies Act*
- (d) *Interests Register of the company.*

12 COMMUNICATION TO THE BOARD FROM SHAREHOLDERS

Shareholders can communicate issues and concerns with the Board as a whole, the independent directors, or any individual member of the Board or any Committee of the Board. All such communications should be submitted by e-mail at: lasithad@singersl.com

Or by mail to the following address:

The Company Secretary
Singer Finance (Lanka) PLC
No 498 R.A De Mel Mawatha
Colombo-03
Sri Lanka

13 REVIEW OF THE POLICY

This Policy will be periodically reviewed and updated in accordance with the needs of the Company and any new regulations that may have an impact on Corporate Disclosures.



Lasitha Dias
Company Secretary



Nadeesha De Silva
Compliance Officer



Eraj Fernando
Head of Finance



Thushan Amarasuriya
CEO