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Policy on Relations with Shareholders and Investors

1. Purpose

This Policy sets out the standards and the requirements of Mahaweli Reach Hotels PLC (Company) in relation to shareholders & investors.

The Company believes that an effective policy for communication with shareholders and Investors which facilitates fair disclosure to keep them informed about the Company 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 Managing Director.

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 in compliance with relevant legislation and regulations, prior to the meeting.

The Company encourages shareholders to participate in shareholders' meetings which may be held either in person or 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:

4.1. Provision of written information

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

4.1.1 be in compliance with applicable legislation, regulations and accounting standards;

4.1.2 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;

4.1.3 be made available to shareholders and other stakeholders in a timely manner;

4.1.4 comply with methods of dissemination such as electronic communication which will enhance efficiency and cost effectiveness for the Company and stakeholders;

4.1.5 be available on the Company's website which is an important part of the company's Shareholder Communications and includes a range of information relevant to shareholders concerning the operation of the Company.

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.

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 email 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 Chairperson 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 within the remit of 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. Access to this policy

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

8. Company Contacts

Shareholders may direct any queries to the Company Secretary.

The Contact details are as follows:

Businessmate Secretaries

T: +94 11 7374400 | D: + 94 11 7374421 | M: +94 77 9557189

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Policy on Relations with Shareholders and Investors	
Version:	001
Approved By:	Board of Directors
Approved on:	28/11/2024
Notes:	Introduced in compliance with the Listing Rules of the Colombo Stock Exchange and applicable laws