
SANASA GENERAL INSURANCE COMPANY LIMITED

POLICY ON RELATIONS WITH SHAREHOLDERS AND INVESTORS

1. OVERVIEW

The Board of Directors of the Company has adopted this Policy on Relations with Shareholders and Investors in conformity with the Listing Rules to ensure transparency, consistent and timely dissemination of information, to promote trust and confidence among shareholders and investors.

2. DEFINITIONS

The following words and expressions shall have the respective meanings given against each such word unless such meanings are inconsistent with or repugnant to the subject or context:

“**Articles**” the articles of association of the Company;

“**Board**” means the board of Directors of the Company whose number not less than the required quorum acting together as a board of Directors including where the context so requires or admits, Directors assembled at a Board meeting;

“**CEO**” means an employee of the Company performing the functions of the chief executive officer of the Company and called by whichever name;

“**Committee**” means the Nominations and Governance Committee of the Company;

“**Company**” shall mean Sanasa General Insurance Company Limited;

“**Companies Act**” means the Companies Act No. 07 of 2007 as amended from time to time;

“**Director**” means a director or the directors (as the case may be) for the time being of the Company, including where the context so requires or admits alternate directors;

“**Listing Rules**” mean the Listing Rules of the Colombo Stock Exchange;

“**Policy**” means this policy on relations with shareholders and investors;

“**Related Party**” shall have the same meaning as defined in the Listing Rules.

“**shareholder**” shall have the same meaning as defined in section 86 of the Companies Act.

3. PURPOSE

The purpose of this policy is to establish guidelines for effective communication and engagement with shareholders and investors, ensuring transparency, trust and understanding. This Policy sets out the principles and standards to be followed with regard to relations with shareholders and investors.

4. SCOPE

This Policy applies to Company and must be adhered to by all Directors, senior management, other employees dealing with shareholders and investors.

5. PRINCIPLES

- **Accessibility:** Information will be made easily accessible through various channels, including the Company's website, and shareholder meetings.
- **Transparency:** The Company will provide accurate, timely, and comprehensive information to shareholders and investors.
- **Consistency:** Communications will be consistent in content and frequency, ensuring all shareholders and investors receive the same information simultaneously.
- **Compliance:** All communications will comply with relevant laws, regulations, and Listing Rules requirements.

6. CORPORATE DISCLOSURES/COMMUNICATIONS

- **Annual General Meetings (AGMs):** The Company will hold AGMs to discuss performance, strategy, and governance with shareholders as required by applicable law.
- **Quarterly Reports:** The Company will publish financial reports to provide updates on performance, in a timely manner.
- **Website :** Significant events and updates will be communicated through the website of the Company.
- **Other means:** The Board may decide on other suitable channels of communication based on exigencies or particular circumstances, in keeping with the purpose of this policy.

7. GENERAL INQUIRIES

7.1 Shareholders and investors may at any time direct their general inquiries in relation to the Company and its activities.

7.2 Shareholders and investors must direct their concerns/requests to the company secretary whose contact details are provided below:

Company Secretary,
Sanasa General Insurance Company Ltd
No 172, Elvitigala Mawatha,
Colombo 08.

- 7.3 The company secretary must direct such concerns (including any issues)/ requests to the Board, for the notice of all Directors, and the Board must decide whether to release such information so requested in light of the nature and any sensitivity of the information requested and/or address concerns raised after careful consideration of relevant factors. The outcome of a board decision must be communicated to the relevant shareholder/s or investor/s.
- 7.4 However, any information that must be mandatorily disclosed to a shareholder by law/ is in public domain, can be disclosed without further consideration.
- 7.5 All communications with shareholders and investors must be approved by the Board and in the event this is not practical, such communications can be approved by the chairman or the CEO.
- 7.6 The Board must ensure effective and timely dissemination of information to shareholders and investors.
- 7.7 The company secretary must maintain a record of all communications received from shareholders and investors and the Company's response to the same.
- 7.8 The Company recognizes the importance of shareholders' privacy and must not disclose personal information of shareholders without their respective consent, unless otherwise required by law/regulatory authority.

8. REVIEW AND MONITORING

- 8.1** The Nominations and Governance Committee of the Company will from time to time review this Policy, monitor its implementation to ensure continued effectiveness and compliance with regulatory requirements and good corporate governance practice and make recommendations on any proposed revisions as may be required to the Board of the Company for its review and final approval.
- 8.2** Upon obtaining the approval of the Board of the Company, the said revision or amendment will be deemed to be effective and form part of this Policy.
- 8.3** This Policy is to be read in conjunction with the Articles and other relevant Company policies, including:
- (i) Policy on Corporate Governance, Nominations and Re-election;
 - (ii) Policy on Internal Code of Business Conduct and Ethics for all Directors and Employees (including policies on trading in the Company's listed securities);
 - (iii) Policy on Control and Management of Company Assets and Shareholder Investments;
and
 - (iv) Policy on Corporate Disclosures

Date of Approval: 24th September 2024