



## **TALAWAKELLE TEA ESTATES PLC**

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### **SHAREHOLDER AND INVESTOR COMMUNICATIONS POLICY**



**Talawakelle Tea Estates PLC**  
**Shareholder and Investor Communications Policy**

## **1. Overview**

- Talawakelle Tea Estates PLC, a public listed company, recognizes the importance of effective communication and responsiveness to shareholders for fostering trust, transparency, and good corporate governance.
- The purpose of this document is to ensure that all shareholders and investors have equal and timely access to accurate and publicly available information about the Company.
- This policy establishes a framework to enhance transparency, promote effective communication, and engage with shareholders and investors.

## **2. Communication with Shareholders and Investors**

### **2.1 Annual General Meetings**

- Annual General Meetings serve as the primary mode of communication between shareholders and the company.
- Shareholders are encouraged to participate in Annual General Meetings (AGMs) and are given an opportunity to raise queries related to the financial statements in the Annual Report.
- Shareholders who cannot attend are encouraged to appoint proxies or submit voting instructions.
- Annual General Meetings will be held either in a physical location, OR on an online meeting platform and shareholders are encouraged to join the meetings.
- Notices of Annual General Meetings and accompanying documents are provided within the prescribed period before the meeting, and published as announcements on the website of the Colombo Stock Exchange and the Company's website.
- The process of Annual General Meetings is regularly reviewed and monitored, and if necessary, changes will be made to meet shareholders' needs.
- Board Members, including the Chairperson/ Chief Executive and Executive, Independent and Non-Executive Directors and relevant members of the Group Management Committee are made available to answer queries raised by shareholders.

### **2.2 Talawakelle Website**

- The company's website (<https://www.talawakelleteas.com>) is one of our primary communication and information-sharing channels with shareholders and investors.
- Annual reports, interim reports, investor presentations, circulars to shareholders, links to annual reports of listed subsidiaries, and investor FAQs are available on the corporate website. There is a dedicated section for investor relations.
- In addition to investor-related information, the website provides background information about the business activities of different sectors, ESG practices, career opportunities, and press releases.
- A dedicated section on the website contains contact information for various departments where shareholders can raise their issues, concerns, and comments with the company.

### **2.3 Social Media Presence**

- In addition to the corporate website, information related to Talawakelle Tea Estates PLC is shared through various social media platforms, including LinkedIn, Facebook, Instagram, and YouTube.

### **2.4 Shareholder Enquiries**

- Shareholders with questions related to shareholding and dividends should direct their inquiries to the Company Secretary.
- For other inquiries, designated contacts from each division are available on the website, including their names, email addresses, and contact numbers.
- Matters and concerns raised by shareholders and investors will be routed to the Board through the relevant Group Management Committee member.
- Public notices to shareholders are published in all three languages: Sinhalese, English, and Tamil.
- Shareholder correspondence is primarily in the English language.

### **2.5 Financial Reporting**

- Talawakelle Tea Estates PLC is committed to the timely publication of financial results and aims to provide a fair, balanced, and understandable disclosure. This allows shareholders to assess the company's financial position, performance, business model, and strategy.

### **2.6 Environmental, Social, and Governance (ESG) Reporting**

- Talawakelle Tea Estates PLC outlines its approach to ESG in annual reports and accounts, addressing climate ambitions, customers, employees, communities, and governance matters.
- Stakeholder feedback is used to identify and address issues important to shareholders and the operation of the business.

### **2.7 Review of the Policy**

This policy will undergo regular review by the Board to ensure its effectiveness and alignment with current best practices.

### **2.8 Shareholder Privacy**

Talawakelle Tea Estates PLC acknowledges the importance of shareholder privacy and will not disclose shareholder information without their consent, except when required by law.

## **3. Conclusion**

Talawakelle Tea Estates PLC is committed to maintaining strong communication and relations with shareholders and investors. The Company will continuously strive to meet their needs for information, transparency, and engagement, while adhering to the highest standards of corporate governance and regulatory requirements.

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