



# **MAHAWELI COCONUT PLANTATIONS PLC**

## **CORPORATE GOVERNANCE POLICIES**

# Policy on relations with shareholders and investors

Below mentioned are the key stakeholder management methodologies of the Company. Whilst the Company has multiple channels enabling effective communication, there were no material concerns that were raised during the year by stakeholders regarding the operations of the Company.

## **I. Stakeholder management**

- Company Website
- Social media presence
- Prompt release of information to the public/CSE
- Effective communication of AGM-related matters
- transactions in compliance with all relevant laws and regulations, transparently and ethically
- Zero-tolerance policy in ensuring that all business units meet their statutory obligations in time and in full

### **A. Company Website**

1. Access and Availability:
  - The company's website mahawelicoconut.com has a dedicated section for shareholder communication. This provides easy access to forms or contact information for shareholders to raise questions or concerns. The details of the contact person is given below.  
Name – J. Kaneshwaran  
Email ID – mcpl@sltnet.lk  
Contact Number – Office: 031-4924553/031-4936163/Mobile: 077-1130078/075-9930608
2. Submission Process:
  - The website outlines a clear process for submitting questions, including required information such as shareholder name, contact details, and specific questions or concerns.
  - This offers multiple channels for submission, such as online forms, email, or dedicated phone lines.
3. Acknowledgement and Response:
  - The dedicated person shall acknowledge receipt of questions promptly, typically within 24-48 hours.
  - Provide a timeline for responding to questions, ensuring that all inquiries are addressed in a timely manner, usually within a few business days.
4. Transparency and Disclosure:
  - Maintain transparency by posting frequently asked questions and their answers on the website.
  - Ensure that all material information disclosed in responses is made available to all shareholders simultaneously, in compliance with regulatory requirements.
5. Confidentiality and Privacy:
  - Protect the confidentiality and privacy of shareholders' information.

- Ensure that personal data collected through the website is handled in accordance with company policies.
6. Feedback and Improvement:
- Encourage feedback on the effectiveness of the communication process.
  - Regularly review and update the online communication policies and procedures to improve shareholder engagement.

## **B. Release of Information to the Public and CSE**

The Board of Directors, and company secretaries in conjunction with the Audit Committee, where applicable, is responsible in ensuring the accuracy and timeliness of published information and in presenting a true and fair view, and balanced assessment of results in the quarterly and annual financial statements.

All other material and price-sensitive information about the Company is promptly communicated to the CSE and such information is also released to employees, and shareholders. Shareholders may, at any time, direct questions, request for publicly available information and provide comments and suggestions to Directors or Management of the company. Such questions, requests and comments should be addressed to the Company Secretary.

The Company focuses on open communication and fair disclosure, with emphasis on the integrity, timeliness and relevance of the information provided. The Company ensures that information is communicated accurately and in a manner that will avoid the creation or continuation of a false market.

## **C. Annual General Meeting**

The Company constructively should make use of the AGM to enhance relationships with the shareholders and towards this end the following procedures are followed:

- Notice of the AGM and related documents should made available to the shareholders along with the Annual Report within the specified time.
- Summary of procedures governing voting at the AGM should be clearly communicated.
- The Board ensures that the external auditors are present at the AGM.
- Most Executive and Non-Executive Directors should made available to answer queries.
- The Chairperson and CEO ensures that the relevant senior managers are also available at the AGM to answer specific queries.
- Separate resolutions should be proposed for each item that is required to be voted on.
- Proxy votes, those for, against, and withheld (abstained) should need to be counted.

## **D. Serious Loss of Capital**

In the unlikely event that the net assets of a company fall below half of its stated capital, shareholders will be notified, and the requisite resolutions will be passed on the proposed way forward.

## **E. Extraordinary General Meetings, including Shareholder Approval through Special Resolution**

The Company will seek shareholder approval, either via special or ordinary resolution as permitted under applicable law, when transactions and events that are material in the context of the Company and Company occur or are undertaken in line with all applicable rules and regulations.

## **II. The process of making all Directors aware of major issues and concerns of shareholders**

### **1. Centralized Reporting:**

- A designated team, or Corporate Secretary's office, centralizes the collection and initial response to shareholder questions.

### **2. Regular Reporting:**

- **Summarized Reports:** Summarized reports of shareholder inquiries are regularly prepared, including key themes and specific questions. Any immediate or significant issues are flagged for urgent attention.
- **Board Meetings:** These reports are presented at board meetings by the secretary for discussion and action.

### **3. Meetings and Briefings:**

- **Pre-Meeting Briefings:** Brief directors on shareholder concerns before major meetings, such as the Annual General Meeting (AGM).

### **4. Incorporating Feedback into Strategy:**

- **Strategy Sessions:** Reviewing shareholder feedback in strategy sessions to align company policies and practices with shareholder expectations.
- **Action Plans:** Developing and monitoring action plans based on the feedback received to ensure shareholder concerns are addressed.

### **5. Public Disclosure:**

- **Annual Reports:** Include a section in the annual report summarizing shareholder engagement activities and key questions raised.
- **AGM:** Address common questions and concerns during the AGM to ensure transparency.

### **6. Training and Development:**

- **Continuous Education:** Providing directors with continuous education on shareholder engagement practices and emerging concerns.
- **Workshops:** Conducting workshops to enhance directors' understanding of effective communication with shareholders.

