

## **Lake House Printers & Publishers PLC**

### **Policy on Relations with Shareholders and Investors**

#### **1.Introduction**

Lake House Printers & Publishers PLC (hereinafter referred to as "the Company") is listed on the Colombo Stock Exchange. Maintaining resilient and transparent relations with shareholders and investors is essential to ensuring trust, protecting shareholder value, and complying with regulatory requirements. This policy outlines the principles and practices for managing relations with shareholders and investors, promoting transparency, and fostering effective communication.

#### **2. Objectives**

Objectives of this policy are to:

- **Promote Transparency:** Provide clear, accurate, and timely information to shareholders and investors to facilitate informed decision making.
- **Enhance Communication:** Develop effective communication channels to communicate with shareholders and investors.
- **Protect Shareholder Rights:** Ensure that shareholders are provided with opportunities to voice their concerns.
- **Comply with Regulations:** Adhere to all applicable laws, regulations, and corporate governance practices related to shareholder and investor relations.

#### **3. Shareholder and Investor Communication**

##### **3.1 Transparency and Disclosure**

- **Disclosure Practices:** The Company commits to transparency by disclosing material information in a timely and accurate manner.
- **Regulatory Requirements:** Comply with the disclosure requirements set forth by legislations, the Colombo Stock Exchange and any regulatory authority.
- **Consistency:** Ensure consistency in the information provided across various platforms to avoid misinformation and maintain credibility.

##### **3.2 Annual Reports and Financial Statements**

- **Annual Reports:** Prepare and distribute annual reports that include audited financial statements, management discussions, committee reports, compliance with corporate governance and regulatory requirements, and analyses.
- **Financial Statements:** Publish quarterly and annual financial statements that adhere to applicable accounting standards and regulatory requirements. Make these documents readily available on the Company's website.

### 3.3 Shareholder Meetings

- **Annual General Meetings (AGMs):** Conduct AGMs in accordance with Companies Act No.07 of 2007's requirements. Provide shareholders with adequate notice, including the meeting agenda, and resolutions to be passed.
- **Extraordinary General Meetings (EGMs):** Arrange EGMs as needed to address specific issues or corporate actions that require shareholder approval. Ensure that relevant information is provided to shareholders in advance.

### 3.5 Digital Communication

- **Website:** Maintain an up to date corporate website. This section should include financial reports, press releases, governance documents, and other relevant information.

### 3.6 Handling Shareholder Complaints

- **Complaint Mechanism:** A shareholder may forward any complaint to the Company Secretary in writing. The Company Secretary shall include the matter in the agenda of the next Board Meeting
- **Resolution:** Address shareholder complaints with transparency and fairness.

## 4. COMPLIANCE AND REPORTING

### 4.1 Regulatory Compliance

- **Compliance:** Ensure compliance with all applicable laws, regulations, and Colombo Stock Exchange's Listing Rule requirements related to shareholder and investor relations. Regularly review and update compliance practices to reflect changes in regulations.
- **Regulatory Submissions:** Submit required filings and disclosures to regulatory authorities in a timely and accurate manner.

## 5. POLICY REVIEW AND UPDATES

- **Annual Review:** Review this policy annually or more frequently if necessary to ensure its relevance and effectiveness. Consider changes in regulations, Company operations, and industry best practices.
- **Policy Updates:** Update the policy as needed to reflect changes in regulatory requirements, corporate governance practices, and stakeholder expectations.

## 6. APPROVAL AND IMPLEMENTATION

This policy is approved by the Board of Directors. All employees and relevant stakeholders are required to familiarize themselves with this policy and adhere to its provisions.

Any revision or amendment to this Policy shall be approved by the Board.