
PLOICY ON CORPORATE DISCLOSURES

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Table of Contents

1. Introduction	4
2. Objectives of the Policy on Corporate Disclosures:	4
3. Disclosure and transparency	4
4. Customer Communications.....	5
5. Communication Channel.....	5
6. Information sources	5
7. Discontinuation of Services / product	5
8. Public notice and corporate correspondence.....	Error! Bookmark not defined.
9. General Disclosures.....	6
10. Policy reviewing frequency.....	6

1. Introduction

The Policy on Corporate Disclosures establishes the guidelines and procedures for how the organization communicates material information to its stakeholders, including investors, regulators, and the public. This policy is designed to ensure transparency, accuracy, and timeliness in all corporate disclosures, aligning with legal and regulatory requirements as well as best practices in corporate governance. By adhering to this policy, the organization aims to maintain the integrity of its financial and operational reporting, fostering trust and confidence among stakeholders.

Effective corporate disclosures are crucial for providing stakeholders with a clear and accurate understanding of the organization's performance, risks, and strategic direction. The policy outlines the responsibilities of management and the Board in preparing and approving disclosures, ensuring that all material information is disclosed in a manner that is complete, truthful, and free from misleading statements. It also specifies procedures for handling and reporting any updates or corrections to previously disclosed information. This approach supports informed decision-making and reinforces the organization's commitment to accountability and transparency.

2. Objectives of the Policy on Corporate Disclosures:

- 2.1 Ensure Transparency:** To provide clear, accurate, and timely information about the organization's financial performance, operations, and material events, promoting transparency and fostering trust among stakeholders.
- 2.2 Compliance with Regulations:** To adhere to all applicable legal and regulatory requirements related to corporate disclosures, ensuring that all required information is reported in accordance with relevant laws and standards.
- 2.3 Promote Accountability:** To establish procedures that hold the organization accountable for its disclosures, ensuring that all statements and reports are truthful and reflect the organization's true position.
- 2.4 Facilitate Informed Decision-Making:** To provide stakeholders, including investors, regulators, and the public, with the necessary information to make informed decisions about their engagement with the organization.
- 2.5 Enhance Communication Channels:** To utilize appropriate and effective communication channels for disseminating information, ensuring that disclosures are accessible and reach the intended audience efficiently.
- 2.6 Protect Organizational Reputation:** To safeguard the organization's reputation by ensuring that all disclosures are made with integrity and in a manner that upholds the organization's values and ethical standards.
- 2.7 Support Continuous Improvement:** To regularly review and update disclosure practices and procedures, incorporating feedback and best practices to enhance the effectiveness of the disclosure process.

3. Disclosure and transparency

The information given to customers must be clear, precise, and accurate, ensuring that it does not misrepresent the product or service being offered. Communication should primarily be conducted in English, but essential documents will also be provided in Sinhala and Tamil translations to ensure accessibility and understanding for all customers.

4. Customer Communications

Mass customer communications (Corporate / Product / Others) shall contain concise details of the product/service and further information can be obtained via corporate website/call center/branches/Customer service centers.

The AFPLC shall use customers' personal information provided at the time of account / services opening to communicate customer specific important notices / promotional details or any other information deemed necessary to be informed to the customer.

5. Communication Channel

The AFPLC will decide on the most effective communication methods and appropriate channels for corporate disclosures based on the nature of the information being shared. The primary platform for all financial services and product information will be the AFPLC official website. In addition, the AFPLC may use mass media and social media to disseminate details about products, services, notices, and advertisements to customers, potential clients, and the general public. The AFPLC may also employ various other communication channels, including e-notifications, SMS, statements, letters, or any other means, utilizing the most recent contact information provided by customers.

6. Information sources

The AFPLC website will offer comprehensive details regarding products, rates, terms, and conditions for all financial services and products. For additional information or clarification on any financial service or product, customers can reach out to our customer service,

H | +94 11 220 8888

F | +94 11 237 5517

E | inquiries@abansfinance.lk.

7. Discontinuation of Services / product

The AFPLC will issue a public notice to announce any discontinuation of products or services and will utilize suitable communication channels to inform customers in compliance with current regulations and AFPLC policies. Adequate notice will be given to allow customers sufficient time to make any necessary arrangements.

All corporate disclosures shall be provided by the director / chief executive Officer of the AFPLC or by a representative appointed by him in accordance with the AFPLC guidelines/ policies.

Furthermore, all correspondence / communications / announcements / notices both internal & external with relation to shareholders shall be done by the company secretary as per the regulatory requirements.

8. Annual Report Disclosures

According to below section in the CSE Corporate governance rule no 9, information as mention should be disclose in the annual report

- Section Number 9.7.5. - Fitness of Directors and CEOs
- Section Number 9.10.4. - Disclosures relating to Directors
- Section Number 9.13.5. - Audit Committee
- Section Number 9.14.7 - Immediate Disclosures
- Section Number 9.14.8 - Related Party Transactions Review Committee Disclosures
- Section Number 9.16. - Additional Disclosures

9. General Disclosures

The Following Information shall be display on branch notice boards.

1. Set of latest audited financial statements
2. AFPLC Operating License
3. The credit rating of the AFPLC
4. The contact details of the Financial Ombudsman
5. Applicable Rates, Fees & Charges

The following details mandatory information required to be published shall be available on the corporate website for reference

1. FD Rates
2. Audited financial Reports
3. Bi-Annual Financial Reports
4. Credit Rating Reports
5. Notice to Public
6. Key Product Information
7. Customer protection related information

10. Policy reviewing frequency

This Policy shall be reviewed at two years, to ensure it is in accordance with the Laws, Directions and Guidelines issued by Regulatory Authorities.