

POLICY ON CORPORATE DISCLOSURE



ON'ALLY HOLDINGS PLC

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<u>Policy Version</u>	<u>2024/2025</u>
<u>Approved By</u>	<u>M.H. Jamaldeen – Managing Director</u>
<u>Date of Review</u>	<u>30th September 2024</u>
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Preamble

On'ally Holdings PLC (the "Company") is committed to maintaining the highest standards of transparency, accuracy, and accountability in all its communications with stakeholders. In line with our corporate values and regulatory obligations, we recognize the importance of timely and comprehensive disclosures that provide clear, consistent, and reliable information. This Corporate Disclosure Policy is designed to ensure that all material information regarding the Company's performance, governance, and strategic developments is disclosed in an accurate, fair, and easily accessible manner. By adhering to this policy, we aim to build and maintain the trust of our shareholders, regulators, employees, and the public, ensuring that On'ally Holdings PLC upholds its responsibility to communicate with integrity and in accordance with all applicable legal and regulatory requirements.

Definition

Customer: A customer is any individual, organization, or entity that purchases or uses the products, services, or solutions provided by the business. Customers can include direct buyers, consumers, clients, or end-users who engage in transactions with a Company, either on a one-time or recurring basis, in exchange for goods, services, or other forms of value. In the context of a business relationship, customers are critical stakeholders whose satisfaction and engagement are essential for the Company's success and growth.

Corporate Disclosure: Corporate disclosure refers to the process by which a Company publicly shares material information about its business operations, financial performance, governance, risks, and other significant developments with its stakeholders, including shareholders, regulators, employees, and the general public.

Employee: Any employee who is on permanent, staff on contract basis, interned and outsourced staff of On'ally Holdings Group (including all subsidiaries).

Third Parties This collectively includes, but is not limited to, customers, business partners, contractors, consultants, third party agents, third party introducers, referrers, persons acting in a fiduciary capacity, suppliers, and joint venture partners in any operations of the Company

Annual Report: An Annual Report is a comprehensive document that a Company produces at the end of its fiscal year to provide shareholders and stakeholders with detailed information about its financial performance, operations, and key activities over the year. It typically includes the Company's financial statements (such as the income statement, balance sheet, and cash flow statement), a summary of business operations, management's discussion and analysis, and reports on corporate governance, sustainability, and strategic initiatives.

Audited Financial Statements: shall mean the income and loss statement, the balance sheet and the cash flow statement prepared as per applicable accounting standards and audited by the External Auditor of the Company showing the results of the operation of the Company and its subsidiaries for a Financial Year.

Objective

The Corporate Disclosure Policy of the Company is designed to ensure the accurate, timely, and transparent communication of all relevant information to stakeholders. The objectives of this policy are among other things is to;

1. Ensure compliance with all applicable laws, regulations, and listing requirements concerning corporate disclosures.
2. Provide stakeholders with clear, accurate, and comprehensive information regarding the Company's financial performance, governance, risks, and strategic initiatives.
3. Promote transparency and consistency in disclosures, fostering trust and confidence among shareholders, regulators, employees, and the public.
4. Protect the Company's reputation by ensuring that disclosures are truthful, not misleading, and reflect the Company's actual position.
5. Establish clear guidelines for internal review and approval processes to ensure the reliability of disclosed information.

By adhering to these objectives, the Company aims to create an environment of trust and transparency that upholds the best interests of all its stakeholders.

Applicability

The policy applies to all employees of the Company, and other individuals performing functions in relation to the Company including staff on contract basis, interned and outsourced staff and any third party.

Disclosure and Transparency

The information provided to the customers shall be clear, concise, accurate and shall not mislead the customer about the product / service offerings. English shall be used as the primary language of communication and shall provide translations of Sinhala and Tamil versions of critical documentations where appropriate or upon special requests made by the customers.

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 and hotline.

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

Communication Channel

The Company will determine the mode of communication to make the corporate disclosures and its appropriate channel mix based on the type of information disclosed. Company's official website shall be the key information channel for all Company services and products. Additionally, the Company may employ mass media and other social media channels to communicate (Company or product / services details / notices / advertisements) with customers / potential customers / general public. Furthermore, the Company may also utilize communication channels such as e-notifications / SMS / e-mails/ letters or any other communication channels including last informed personal contact details of customers.

Information sources

The Company website shall provide key information about the products, services, rates, promotions and terms and conditions as applicable for all Company's services and products. Furthermore, the customer shall call our customer service hotline of the respective subsidiary for further information or clarification on Companying services / products.

Discontinuation of Services / Products

The Company shall issue a public notice informing of product / service discontinuations and shall use appropriate channels to communicate the same to the customers in accordance with the prevailing regulations / Company policies by providing adequate time period for the customer to make necessary arrangements as appropriate.

Public Notices and Corporate Correspondences

All corporate disclosures shall be provided by the Chairman/ Director of the Company or by a representative appointed by him in accordance with the Company Guidelines/ Policies.

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

Responsibility of the Board of Directors

Ultimately responsible for ensuring the company's compliance with disclosure requirements.

Approves key disclosures, including financial statements, major corporate announcements, and changes in corporate governance practices.

Reviews and approves the Disclosure Policy and any significant updates to it.

All regulatory Corporate Disclosures shall be made as per the applicable rules and regulations prevailing at a given time.

Responsibility of the Company Secretary

Manages the dissemination of approved disclosures through the Colombo Stock Exchange.

Ensures that the company's disclosures follow corporate governance requirements, including those outlined in the Code of Best Practice on Corporate Governance.

Provides legal advice on disclosure obligations and ensures that all disclosures comply with relevant local and international laws, including the Companies Act, CSE Listing Rules, and SEC regulations

Publication

The Company's website will disclose the existence of the Policy Corporate Disclosure and a summary may be shared with the shareholders of the Company upon request made to the Company Secretary.

Review and Update

This policy shall be reviewed and updated at least once every two (2) years by 30th September. The required updates and modifications shall be recommended to the Chairman of the Board for approval.

On'ally Holdings PLC reserves the right to modify and amend the policy at any time.

...END

A handwritten signature in blue ink, appearing to read 'M.H. Jamaldeen', enclosed in a thin black rectangular border.

M.H. Jamaldeen
Managing Director