



Policy on Corporate Disclosures

Corporate Disclosure Policy – Summary

This summary encapsulates the key components and procedures outlined in HNB Assurance PLC's Corporate Disclosure Policy, emphasizing transparency, compliance with regulatory standards, and proactive communication with stakeholders.

1. Introduction: HNB Assurance PLC has established a Corporate Disclosure Policy to ensure timely and consistent communication of necessary business information is shared to all the stakeholders, as prescribed by the Colombo Stock Exchange (CSE) Listing Rules. The policy emphasizes the confidentiality of sensitive information and prohibits insider trading.

2. Objectives: The Policy aims to ensure compliance with legal and regulatory disclosure requirements whilst provide guidelines on disclosure obligations.

3. Obligation and Responsibility: The Board of Directors is responsible for disclosing information to the public and overseeing the disclosure policy in line with CSE Listing Rules. The Company Secretary shall be assigned with the responsibility of coordinating the the disclosure function.

4. Internal Structure and System for Corporate Disclosure: The Board holds ultimate responsibility for policy implementation, and delegating tasks to the management. The Chief Financial Officer reviews the financial disclosures, and the non-financial disclosures will be disseminated through the Company Secretary.

5. Procedures and Practices on Corporate Disclosures:

- **5.1 Price Sensitive Information:** Immediate disclosure to the CSE is mandated for price-sensitive information, defined broadly to cover various corporate developments.
- **5.2 Procedure for Disclosure:** Announcements are made in writing by the Company Secretary, ensuring factual clarity and avoiding promotional language.
- **5.3 Withholding Confidential Information:** Legitimate business reasons justify withholding information temporarily; strict confidentiality measures are enforced.
- **5.4 Clarification on Unusual Trading Activities:** Prompt responses are required for inquiries related to unusual trading activities.
- **5.5 Rumors and Reports:** Similar prompt responses are required for inquiries related to rumors or reports concerning the company.
- **5.6 Insider Trading:** Strict prohibition on trading by connected persons (employees, directors) possessing undisclosed material information.
- **5.7 Disclosure of the Annual Report:** Annual reports must be submitted to the CSE and published on the company website within prescribed timelines.
- **5.8 Disclosure of Press Releases:** Press releases are promptly published on the company website and submitted to regulatory bodies.

6. Review: The Compliance Department periodically reviews the policy to ensure alignment with regulatory requirements.