



Policy on Control and Management of Company Assets and Shareholder Investments

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SEPTEMBER 30, 2024
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KOTAGALA PLANTATIONS PLC: Policy on Control and Management of Company Assets and Shareholder Investments

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1 Introduction

This policy outlines the principles, guidelines, and procedures to ensure the responsible stewardship of company assets and shareholder investments. All directors and employees of Kotagala Plantations PLC (“Kotagala”) are responsible for the protection and responsible use of company assets.

2 Management of Company Assets

- A. All directors and all employees should protect the company’s assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on the company’s profitability.
- B. All company assets should be used for legitimate business purposes.
- C. Effective internal controls shall be implemented to safeguard company funds and assets against unauthorized use, fraud, or mismanagement.
- D. The company will establish a risk management framework to identify, assess, and manage risks related to company assets. This includes risks related to investments, inventory, and physical assets.
- E. The company will comply with all relevant laws and regulations related to the management and protection of company assets.
- F. A fixed asset register with all the assets shall be maintained and will be physically counted annually. All insurable assets shall be fully insured against natural disaster and theft.
- G. Deeds relating Property and Buildings, fixed deposit certificates, share certificates, assignment of treasury bills etc., must be kept in fireproof safes to safeguard the documents. Registers of documents in the safes must be maintained, facilitating recording of the movement of such items.
- H. The Company shall maintain a sufficiently robust inventory management system to safeguard raw materials, work in progress and finished goods inventories of the Company. The system and process implemented must facilitate storage of goods according to specified conditions and identification of items that are nearing expiry or already expired. Expired goods must be removed and responsibly disposed, to ensure sound inventory management.
- I. Where the Company Assets include intellectual property such as patents, licenses and similar documented assets, the Company shall maintain a register for recording Intellectual Property with dates of expiry or renewal as appropriate.

3 Shareholder Investments

- A. Kotagala will establish guidelines for investing shareholder funds, ensuring that investments align with the company's long-term financial objectives and risk tolerance.
- B. Prudent investment practices will be followed in diversifying investments to mitigate risks and maximize shareholder returns.
- C. In investing and divesting shares, the Company will be careful to manage existing or potential conflict of interest including relevant market disclosures, if any.

4 Approval, Revision & Dissemination of the Policy

- A. The policy should be revised as deemed necessary, particularly in the event of changes in law and authoritative sources of best practice in corporate governance. However, it will be reviewed and revised at least every two years to ensure that it is updated to reflect developments in relation to the subject.
- B. The Nominations and Governance Committee has reviewed and recommended the Policy which has been approved by the Board.
- C. The policy is uploaded on the website of the Company in accordance with CSE Listing Rules.