

20 November 2025

To: The CEOs and Heads of Depository Participants

**CIRCULAR NO: 06-11-2025**

Dear Sir/Madam,

**TIMELINES FOR SUBMISSION OF MASTERFILE CHANGES PRIOR TO CORPORATE ACTION RECORD DATES**

This is to inform all Depository Participants that, in order to ensure that the shareholder lists generated for Corporate Action events reflect the most accurate and up-to-date client information, **all Masterfile changes must be submitted to the CDS no later than 12:30 p.m. on the market day immediately preceding the Corporate Action Record Date.**

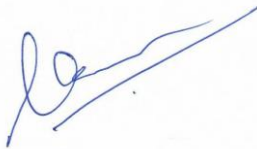
CDS Account Holders, who wish to have their latest information reflected in the shareholder lists, must ensure that their profile updates are submitted to the CDS on or before the above timeline. Any submissions received after this cut-off time will not be captured for the relevant Record Date

This requirement is necessary because the shareholder lists generated for a Corporate Action must incorporate all valid Masterfile changes before the same is generated. As these reports are urgently required for the dissemination of information relating to the distribution of Corporate Action benefits such as dividends and rights, **CDS will not be able to delay the report generation process to accommodate late Masterfile Changes.**

All participants are requested to strictly adhere to this deadline to ensure timely and accurate processing of Corporate Action entitlements.

Your cooperation and timely action in this regard are greatly appreciated.

Yours faithfully,



Nadeera Athukorale  
**Head - Central Depository Systems**

VC/ng

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