

## CIRCULAR TO SHAREHOLDERS

Dear Shareholder,

The Board taking into consideration the current regulations/restrictions prevailing in the country due to the COVID-19 pandemic and the guidance issued by the Colombo Stock Exchange ('CSE') in this regard, has decided to convene the 34th Annual General Meeting (AGM) to be held on Thursday 30th September 2021 at 10.00 a.m. via an on-line platform in the best interest of protecting the Shareholders and Participants from the possible risk of contacting the COVID-19, on the assumption that no curfew will be in force on that date and that there would be no restrictions imposed by the authorities on conduct of meetings.

### REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate via audio or audio and visual means should notify the Company through the Company Secretaries of such intention by duly completing the REGISTRATION FORM and posting or delivering to the Company Secretaries, Corporate Arcade Ltd at No.9/4, 1-B, Edmonton Road, Colombo 06, or scan and email to the email address: [nationlanka.agm@gmail.com](mailto:nationlanka.agm@gmail.com)

### APPOINTMENT OF PROXY HOLDERS

Due to the prevailing health and safety guidelines issued by the Government of Sri Lanka, the Shareholders are encouraged to vote by Proxy through appointment of a Member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy. The duly completed Form of Proxy should receive by the Company Secretaries not less than Forty-Eight (48) hours prior to the time appointed for holding the AGM. Where the Proxy holders are concerned, please note that the login information will only be shared with those valid proxies that has been submitted by the respective Shareholder/s.

### PARTICIPATION VIA AN ONLINE MEETING PLATFORM

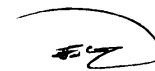
The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized Representatives in case of Institutional Shareholders and the Company will not be responsible or liable for any misuse.

Shareholders may send their questions / comments on the items listed in the Agenda of the Notice Convening the AGM by email to [agmnationlanka@gmail.com](mailto:agmnationlanka@gmail.com) or by post to Company Secretaries Corporate Arcade Ltd at No.9/4, 1-B, Edmonton Road, Colombo 06, not less than 3 days before holding of the meeting.

Voting on the items listed in the Agenda will be registered by using an online platform or a designated ancillary online application. All of such procedures will be explained to the Shareholders prior to the commencement of the meeting.

The Annual Report, Form of Proxy and the Shareholder Information Form will be hosted in the Company's Website [www.nationlanka.com](http://www.nationlanka.com).

BY ORDER OF THE BOARD



**CORPORATE ARCADE LTD**  
**COMPANY SECRETARIES FOR NATION**  
**LANKA FINANCE PLC**

27th August 2021