

AITKEN SPENCE PLC - (PQ 120)
315, VAUXHALL STREET, COLOMBO 02, SRI LANKA

CIRCULAR TO SHAREHOLDERS

Dear Shareholder,

VIRTUAL ANNUAL GENERAL MEETING OF AITKEN SPENCE PLC FOR THE YEAR 2020/2021

In the interest of protecting public health and facilitating compliance with the Health and Safety guidelines issued by the Government of Sri Lanka, the Sixty Ninth (69th) Annual General Meeting (AGM) of Aitken Spence PLC will be held virtually in the manner prescribed below.

A. GENERAL DETAILS

1. The Sixty Ninth (69th) AGM of Aitken Spence PLC will be conducted from No. 315, Vauxhall Street, Colombo 02, at 10.00 a.m. on Wednesday, 30th June 2021, as a virtual meeting using a digital platform.
2. The AGM will be held in accordance with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of a virtual AGM.
3. The Annual Report of the Company for the year ended 2020/2021 will be available for perusal on the Company website www.aitkenspence.com and the Colombo Stock Exchange website www.cse.lk. The Annual Report could also be accessed via the QR Code provided at the bottom of this page.
4. If you wish to receive a printed copy of the Annual Report for the year ended 2020/2021, please complete and forward to us the Form of Request attached hereto (Annexure I) by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 or e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2445406.

B. SHAREHOLDER PARTICIPATION

1. The shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
2. The shareholders may also appoint any other persons other than a Director of the Company as their proxy and the proxy so appointed shall participate at the meeting through audio or audio visual means **only**.
3. The shareholders who wish to participate at the meeting will be able to join the meeting through audio or audio visual means **only**. To facilitate this process, the shareholders are required to furnish their details by perfecting Annexure II to the circular to shareholders and forward same to reach the Company Secretaries via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2445406 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 **not less than five (05) days before the date of the meeting** so that the **meeting login information** could be forwarded to the e-mail addresses so provided.
4. To facilitate the appointment of proxies as specified in B.1 and B.2 above, the Form of Proxy is attached with the Notice of Meeting. The duly filled Form of Proxy should be sent to reach the Company Secretaries via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2445406 or by post to the registered address of the Company, No. 315, Vauxhall Street, Colombo 02, **not less than forty eight (48) hours before the time fixed for the meeting**.

C. SHAREHOLDERS' QUERIES

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company Secretaries, via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2445406 or by post to the registered address of the Company, No. 315, Vauxhall Street, Colombo 02, **not less than five (5) days before the date of the meeting**. This is in order to enable the Company Secretaries to compile the queries and forward same to the attention of the Board of Directors so that such queries could be addressed at the meeting.

For any further queries on this matter, please contact Ms. Heshani Fernando at the Company Secretarial Division of Aitken Spence Corporate Finance (Private) Limited.


Telephone : +94 11 2308308 (ext. 5757)

E-mail : heshani@aitkenspence.lk

The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

Yours faithfully,

AITKEN SPENCE CORPORATE FINANCE (PRIVATE) LIMITED
Secretaries to **AITKEN SPENCE PLC**



Benjamin Poopalapillai
Assistant Vice President - Company Secretarial Division

28th May 2021
Colombo

