

**SWISSTEK (CEYLON) PLC**  
**Company No. PQ 155**  
**No. 215 NAWALA ROAD, NARAHENPITA, COLOMBO 5**

**CIRCULAR TO SHAREHOLDERS**  
**54<sup>TH</sup> ANNUAL GENERAL MEETING OF THE COMPANY**

Dear Shareholder/s,

Taking into consideration the current regulations/restrictions prevailing in the country due to the COVID-19 pandemic, the Board of Directors of SWISSTEK (CEYLON) PLC has decided to hold the 54<sup>th</sup> Annual General Meeting (AGM) as a Virtual Meeting on Wednesday 30<sup>th</sup> June 2021 at 8.30 a.m., in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs and 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.

**METHOD OF HOLDING THE AGM**

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the Board Room. All others, including shareholders, will participate via an online meeting hosted on the ZOOM platform. These measures are being adopted to observe “social distancing” requirements to mitigate the dangers of spreading the virus.

**REGISTRATION PROCEDURE**

Those Shareholders and Proxy holders who wish to participate via audio visual conferencing technology means should notify the Company of such intention by completing the **REGISTRATION FORM**.

The duly completed **REGISTRATION FORM** should be deposited with the Secretaries at No. 3/17, Kynsey Road, Colombo 08 or forwarded to [parq.pwcs@gmail.com](mailto:parq.pwcs@gmail.com) in order to enable the Company to receive the same by the 28<sup>th</sup> June 2021.

**APPOINTMENT OF PROXY HOLDERS**

Due to the COVID-19 pandemic and 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 Form of Proxy will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange and those Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be deposited with the Secretaries at No. 3/17, Kynsey Road, Colombo 08, Sri Lanka or forwarded by email to [parq.pwcs@gmail.com](mailto:parq.pwcs@gmail.com) in order to enable the Company to receive the same not later than 48 hours before the time appointed for the Meeting.

**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. Where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid proxy has been submitted by the Shareholder.

Shareholders can send in their queries, if any, to [parq.pwcs@gmail.com](mailto:parq.pwcs@gmail.com) forty eight hours (48) prior to the commencement of the meeting.

## **VOTING**

Voting on the items on the Agenda will be registered by using an online e-ballot platform. All such procedures will be explained to the Shareholders prior to the commencement of the meeting.

## **COPIES OF THE ANNUAL REPORT 2020/2021**

Due to the prevailing situation in the Country, the Annual Report 2020/2021 of the Company will be made available on the Company's official website ([www.swisstekceylon.com](http://www.swisstekceylon.com)) and on the **Colombo Stock Exchange (CSE) website** (<https://www.cse.lk>). The Notice of Meeting, Form of Proxy and other related documents will also be made available on the same web sites.

Should a Shareholder wish to obtain a printed copy of the Annual Report, they may send a written request to the Registered Office of the Company by filling the request form attached herein. A copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

For any queries please contact **Ms. Shehani Ranasinghe** on telephone no. **0114734392**/email **shehani-swisstek@lankatiles.com** during office hours.

Below mentioned documents are attached herewith

1. Notice of Meeting
2. Form of Proxy
3. Guideline and Registration Process to join the AGM virtually
4. Registration Form for the AGM
5. Request Form for the printed copy of the Annual Report

**By order of the Board**  
**SWISSTEK (CEYLON) PLC**  
**P W CORPORATE SECRETARIAL (PVT) LTD**



Director/Secretaries

.....

## PROXY FORM

I/We the undersigned ..... NIC No ..... of  
..... being a member/s\* of Swisstek  
(Ceylon) PLC hereby appoint:

.....  
of.....  
Mr. Shiran Harsha Amarasekera or failing him\*  
Mr. Amarakone Mudiyanseelage Weerasinghe or failing him\*  
Mr. Jayasekera Arachchige Panduka Mahendra Jayasekera or failing him\*  
Mr. Jayawardena Kankanange Aravinda Sirinatha or failing him\*  
Dr. Sivakumar Selliah or failing him\*  
Mr. Anthonyge Shirley Mahendra or failing him\*  
Mr. Kalupathiranalage Don Gamini Gunaratne or failing him\*  
Mr. Chethiya Umagiliya Weerawardena or failing him

my/our \* Proxy to vote and speak as indicated hereunder for me/us\* and on my/our\* behalf at the Fifty Fourth Annual General Meeting of the Company to be held on 30<sup>th</sup> June 2021 and at every poll which may be taken in consequence of the aforesaid Meeting and at any adjournment thereof:

	For	Against
<b>Resolution 1</b> To re-elect Mr. A S Mahendra who retires in terms of Article No.103 and 104 of the Articles of Association, as a Director.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolution 2</b> To re-elect Mr. Mr. K D G Gunaratne who retires in terms of Article No.103 and 104 of the Articles of Association, as a Director.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolution 3</b> To authorize the Directors to determine donations for the ensuing year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolution 4</b> To re-appoint Messrs. KPMG Chartered Accountants as Auditors of the Company and authorize the Directors to determine their remuneration.	<input type="checkbox"/>	<input type="checkbox"/>

In witness my/our\* hands this ..... day of ..... Two Thousand and Twenty One.

.....  
**Signature of Shareholder/s**

\* Please delete the inappropriate words.  
Instructions as to completion appear on the reverse.

## FORM OF REQUEST

FOR A PRINTED COPY OF THE ANNUAL REPORT OF SWISSTEK (CEYLON) PLC  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2021

TO: SWISSTEK (CEYLON) PLC  
No. 215, Nawala Road,  
Narahenpita  
Colombo 05

I/We hereby request for a printed copy of the Annual Report of SWISSTEK (CEYLON) PLC for the period ended 31<sup>st</sup> March 2021

### DETAILS OF THE SHAREHOLDER(S)

<b>Full name :</b>	
<b>National Identity Card / Passport / Company Registration No. :</b>	
<b>Contact Telephone Number :</b>	
<b>Address :</b>	


.....  
Signature of Shareholder(s)

.....  
Date

\* Contact details of Ms. Shehani Ranasighe

Telephone	0114734392
Facsimile	0112805885
Email	shehani-swisstek@lankatiles.com

**GUIDELINE AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING (AGM) VIA  
ONLINE MEETING PLATFORM**

1. Shareholders are required to join the virtual AGM by clicking on the meeting link and user credentials sent by SWISSTEK (CEYLON) PLC via email.
2. The request to register names for online participation via Online Meeting Platform should be delivered to the Secretaries P W Corporate Secretarial (Pvt) Ltd, No. 3/17, Kynsey Road, Colombo 08, Sri Lanka or e-mailed to [parq.pwcs@gmail.com](mailto:parq.pwcs@gmail.com) along with the required registration information as per the **REGISTRATION FORM** by 28<sup>th</sup> June 2021.
3. The information received from a Shareholder pertaining to his/her Proxy holder should tally with the information indicated in the duly completed Form of Proxy submitted by the Shareholder in order for the meeting link and user credentials to be shared by the Company with the Proxy holder.
4. SWISSTEK (CEYLON) PLC will verify all the registration requests and identification details received with the Shareholders' register and accept the registrations for AGM if it is satisfied with the request and supporting documents. Once the registration is accepted, Shareholders will receive an email confirmation acknowledging the registration.
5. The Shareholders whose online participation request has been accepted will receive a separate email containing the meeting link and user credentials from SWISSTEK (CEYLON) PLC, twenty four (24) hours prior to the commencement of the AGM.
6. If a Shareholder/Proxy holder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the **"Zoom Mobile App"** onto his /her smart phone. Similarly if a shareholder/Proxy holder wishes to attend the Virtual AGM via a desktop computer, the link can be opened by downloading the **"Zoom Desktop App"** to the respective desktop computer (Compatible web browser: **Google Chrome**).
7. The Shareholders/Proxy holders are requested to use the web link which will be forwarded by the Company and click on **"Virtual AGM Registration"** in order to log in to the meeting.
8. Upon clicking on the link forwarded by the Company, Shareholders/Proxy holders will be redirected to an interface where they will be requested to enter their **first name, last name, email address, re- enter email address and National Identity Card Number**. (The participants are required to enter the correct details as mentioned in the registration form forwarded to us where any mismatch will be considered as an unsuccessful log in)
9. At this point, all participants are requested to click on **"REGISTER"** which will be prompted on their screens enabling them to receive the log in link.
10. Participants are required to click on **"Join the Virtual AGM of SWISSTEK (CEYLON) PLC"**.
11. It is recommended to join the meeting at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active thirty (30) minutes before the start of the AGM.
12. Once the credentials are inserted, he/she will be directed to the Virtual AGM Zoom Platform.
13. Shareholders/Proxy holders may use the **Q & A** tab or the **Hand Raise** (  ) icon appearing on the screen respectively, to submit their questions or concerns in typed format or verbally. The system will allow a pop up message to **unmute the microphones and to allow video options**.
14. The Company will forward a separate email to the Shareholders and to proxy holders or representatives who are entitled to vote providing a separate link to vote on all resolutions included in the Notice of Meeting dated **30<sup>th</sup> June 2021**.

15. We request such persons to please open the said link and be prepared to cast their vote when each resolution is taken up for voting by the Chairman. Participants are advised to “**refresh**” the voting page and cast the vote as per their discretion in the given space and click “**SUBMIT**” enabling the Company to receive the responses.
16. When declaring the position of a resolution, Chairman will take in to account the voting of the Shareholders/ Proxy holders participating virtually
17. **60 seconds** will be allocated for Shareholders/ Proxy holders to cast their vote in respect of each resolution.
18. The results will be processed and announced by the Chairman 15 seconds after the end of the time slot allocated for voting.
19. In a situation where Shareholders’ voting is required for a poll, the same mechanism will be applicable. This will be moderated by the Chairman of the meeting.
20. It is advised to check the online AGM access at least 3 hours prior and also ensure that your devices have an audible sound system so that you could be a part of the AGM comfortably.

## REGISTRATION FORM

**54<sup>th</sup> ANNUAL GENERAL MEETING (AGM) OF SWISSTEK (CEYLON) PLC TO BE HELD AS A VIRTUAL MEETING ON 30<sup>TH</sup> JUNE 2021 AT 8.30 A.M.**

### **DETAILS OF SHAREHOLDER**

Full Name of the Principal Shareholder: .....

.....

NIC No./Passport No./Company Registration No.: .....

CDS Account No.: .....

Residential Address: .....

.....

Telephone No/s: .....

Email: .....

**Full Name of 01<sup>st</sup> Joint Holder:** .....

.....

NIC No/ Passport No.: .....

**Full Name of 02<sup>nd</sup> Joint holder:** .....

.....

NIC No/ Passport No.: .....

In the event Proxy holder is appointed by the Shareholder following details of his/her's will also be required.

### **DETAILS OF PROXY HOLDER:** (only if a proxy is appointed)

Full name of Proxy holder : .....

.....

NIC No./Passport No. of Proxy holder: .....

Telephone No/s.: .....

Email: .....

### **PARTICIPATION AT THE AGM** - Please tick the cage below

I/My Proxy holder am/is willing to participate at the AGM

Online

☐

Signature/s .....

Principal Shareholder

.....

01<sup>st</sup> Joint holder

.....

02<sup>nd</sup> Joint holder

Date:.....

**Note:** In the case of a Company/Corporation, the Shareholder Registration Form must be signed in the manner prescribed by its Articles of Association/Statute and in the case of the Registration Form is signed by an Attorney, the Power of Attorney, must be deposited at No. 3/17, Kynsey Road, Colombo 08, Sri Lanka or emailed to

[parq.pwcs@gmail.com](mailto:parq.pwcs@gmail.com)