



Merchant Bank of Sri Lanka & Finance PLC

Co.Reg.No. PQ 10

8th October 2020

OUR REF: HO/SE/MBSL/2020/111

Mr. Renuke Wijayawardhane
Chief Regulatory Officer
Colombo Stock Exchange
No.04-01, West Block,
World Trade Centre
Colombo 01.

Dear Sir,

MERCHANT BANK OF SRI LANKA & FINANCE PLC (MBSL)
ANNUAL GENERAL MEETING – FURTHER ANNOUNCEMENT

Further to the Notice of Meeting and Circular to the Shareholders dated 18th September 2020, we wish to inform you that the Board of Directors of Merchant Bank of Sri Lanka & Finance PLC (MBSL) has decided to convene the Annual General Meeting of the Company at the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC Merchant Tower, No.28 St. Michael's Road, Colombo 3 on 14th October 2020 at 10:00 a.m. via Online Meeting Platform without the physical presence of the Shareholders, due to the prevailing COVID-19 pandemic in the Country.

Notice addressed to the Shareholders dated 8th October 2020 is enclosed herewith which will not be dispatched to the shareholders via post due to limited time available.

We kindly request you to make the necessary announcement.

Yours faithfully,

MERCHANT BANK OF SRI LANKA & FINANCE PLC


Amila Belpamulla
COMPANY SECRETARY

Bank of Ceylon Merchant Tower, 28, St. Michael's Road, Colombo 3, Sri Lanka.

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A Finance company licensed by the Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No. 42 of 2011

*A Subsidiary of the Bank of Ceylon
In alliance with SBI Capital Markets Limited of India*



MERCHANT BANK OF SRI LANKA & FINANCE PLC
Annual General Meeting 2020

Dear Shareholders,

Further to the Notice of Meeting and Circular to the Shareholders dated 18th September 2020, we write to inform you that the Board of Directors of Merchant Bank of Sri Lanka & Finance PLC (MBSL) has decided to convene the Annual General Meeting of the Company **at the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC Merchant Tower, No.28 St. Michael's Road, Colombo 3 on 14th October 2020 at 10:00 a.m.** via Online Meeting Platform without the physical presence of the Shareholders.

The above decision was taken by the Board of Directors considering the prevailing situation in the country due to the outbreak of COVID -19 (Coronavirus), complying with precautions and guidelines issued by the Government of Sri Lanka to ensure safety of meeting attendees.

The Board of Directors is of the view that it will be prudent to hold the AGM on the scheduled date without postponing the AGM indefinitely as it is not possible to predict when will the situation come back to normal.

In the initial Circular to the Shareholder "Guidelines and Registration process for the Annual General Meeting (AGM) to be held via online Meeting Platform" dated 18th September 2020, it was indicated that a maximum of 300 shareholders would be selected to attend the AGM in person on first come first served basis upon forwarding us the duly filled Registration Form on or before 8th October 2020. However we regret to inform you that due to the prevailing situation in the country the Board of Directors has decided to hold the AGM only as a virtual meeting via TEAMS app. However, the shareholders who have submitted the Registration Form will be contacted via telephone in advance of the AGM and will be requested to provide us with email addresses if they are willing to join the meeting via online platform. Shareholders who have already expressed their consent to join the AGM via online platform will be nevertheless facilitated to join via online.

Instructions to register for the online platform are given in a separate document enclosed with this Notice.

We regret very much that in the event if there would be any shareholder who has expressed his/her consent to join the meeting physically cannot be accommodated via online meeting platform due to lack of information available/ provided us with such as contact telephone numbers, email addresses.

By order of the Board,
MERCHANT BANK OF SRI LANKA & FINANCE PLC


Company Secretary

Date: 8th October 2020

Note:

For any queries regarding these Notice please contact Ms. Dinusha Rajapaksha on 0114711711 (ext.1667) or 0114711777, Ms. Shaheela Shibly on 0114711743 during normal working hours (8.30a.m.-5.00p.m.).

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

The 38th Annual General Meeting of Merchant Bank of Sri Lanka & Finance PLC will be held at the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC Merchant Tower, No.28 St. Michael's Road, Colombo 3 on 14th October 2020 at 10:00 a.m. via Online Meeting Platform without the physical presence of the Shareholders, due to the prevailing COVID-19 pandemic in the Country.

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 at the meeting. All others, including shareholders, will participate via an online meeting hosted on the TEAMS platform. These measures are being adopted to observe "social distancing" requirements as stipulated by the Government.

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. Please follow the following instructions for participation online:

1. Shareholders are required to join the virtual AGM by clicking on the meeting link and user credentials sent by the Company via email.
2. The Shareholders whose online participation request has been accepted will receive a separate email containing the meeting link and user credentials from the Company, twenty four (24) hours prior to the commencement of the AGM.
3. If a Shareholder/Proxy holder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the **"Teams 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 **"Teams Desktop App"** to the respective desktop computer (Compatible web browser: **Google Chrome**).
4. 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.
5. 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)

6. 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.
7. Participants are required to click on **“Join the Virtual AGM of MBSL.”**
8. 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 twenty (20) minutes before the start of the AGM.
9. Once the credentials are inserted, he/she will be directed to the Virtual AGM Teams Platform.
10. When declaring the position of a resolution, Chairman will take in to account the voting of the Shareholders/ Proxy holders participating virtually.
11. 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.