

**CIRCULAR TO THE SHAREHOLDERS OF
LVL ENERGY FUND PLC – PV 1966PB/PQ**

Dear Shareholder/s,

VIRTUAL ANNUAL GENERAL MEETING OF LVL ENERGY FUND PLC

Following the issuance of guidelines by the Colombo Stock Exchange (CSE) due to the COVID -19 pandemic situation in the country, and in the interest of protecting public health and facilitating compliance with the Health and Safety guidelines issued by the government of Sri Lanka, the 9th Annual General Meeting (AGM) will be held virtually as per the manner prescribed below:

1. The 9th Annual General Meeting of LVL Energy Fund PLC will be held at the Committee Room A of the Ceylon Chamber of Commerce, No. 50, Navam Mawatha, Colombo 02 at 3.00 p.m. on Thursday, 19th November 2020. The AGM shall be held in compliance with the guidelines issued by the CSE for hosting of a virtual AGM.
2. Only the Chairman, and the members of the Board, Company Secretaries, and representatives of Auditors along with the Senior Management of the Company will be present in person. Shareholders will participate in the meeting through audio or audio visual means as a measure to maintain social distancing requirements to mitigate the danger of spreading the virus.
3. Shareholders who wish to participate in the meeting please complete the **REGISTRATION FORM** enclosed herewith and forward same to the registered address of the Company at 2nd Floor, 'Sayuru Sevana', No. 46/12, Navam Mawatha, Colombo 02 or via email to lvenergyfund.agm@gmail.com on or before 10th November 2020. If participation in the meeting through a Proxy, the duly completed and signed **FORM OF PROXY** should accompany the **REGISTRATION FORM**.

Note:

If a Proxy is appointed, the information set out in the **REGISTRATION FORM** pertaining to the Proxy holder should tally with the information indicated in the duly completed **FORM OF PROXY**.

The Company will furnish the necessary log in information along with guidelines for the Virtual Annual General Meeting to the mentioned email address in the **REGISTRATION FORM**.

4. The Annual Report, Notice of Meeting, Form of Proxy of the Company for the year ended 31st March 2020 will be published on the website of the Colombo Stock Exchange <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=LVEF.N0000>
5. If you wish to receive a printed copy of the Annual Report for the year ended 31st March 2020, please complete and forward the enclosed **FORM OF REQUEST** by post to the registered address of the Company at 2nd Floor, 'Sayuru Sevana', No. 46/12, Navam Mawatha, Colombo 02 on or before 2nd November 2020.

If you have any queries regarding the above, please contact the following staff member between 9.00 a.m. and 4.00 p.m. on any working day.

Name - Ms. Sakuni Adikaram
Email - sakuniadi.lvl@yahoo.com
Telephone - 011 2 439 201

Yours faithfully,

By order of the Board

CORPORATE SERVICES (PRIVATE) LIMITED

Secretaries

LVL Energy Fund PLC

06 October 2020

Colombo

REGISTRATION FORM

ANNUAL GENERAL MEETING (AGM) OF LVL ENERGY FUND PLC TO BE HELD ON 19TH NOVEMBER 2020 AT 3.00 PM BY MEANS OF AUDIO OR AUDIO AND VISUAL TECHNOLOGY

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 1st Joint Holder :

NIC No./ Passport No. :

Full Name of 2nd Joint Holder :

NIC No. / Passport No. :

In the event a Proxy holder is appointed by the Shareholder following details of the Proxy holder will also be required.

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

Full Name of the Proxy holder :

NIC No. / Passport No. of Proxy holder :

Telephone No/s :

Email :

Signatures/s

.....
Principal Shareholder 1st Joint Shareholder 2nd Joint Shareholder

Date :

Note:

1. Shareholders are requested to provide their email address in the space provided in order to forward the Virtual AGM link and necessary instructions, if they wish to attend the AGM through the online platform.
2. In the Case of a Company/Corporation, the Shareholder Registration Form must be signed under its Common Seal which should be affixed and attested in the manner prescribed by its Articles of Association.
3. In the case of a Power of Attorney, the shareholder Registration Form signed by the Power of Attorney, must be deposited at 2nd Floor, 'Sayuru Sevana', No.46/12, Navam Mawatha, Colombo 02 or emailed to lvenergyfund.agm@gmail.com

FORM OF REQUEST

To: LVL Energy Fund PLC
2nd Floor, 'Sayuru Sevana'
No. 46/12, Navam Mawatha
Colombo 02

☐ I would like to receive the printed version of the Annual Report of LVL Energy Fund PLC

SHAREHOLDER'S DETAILS	
Full Name	
NIC/ Passport/ Company Registration No.	
Address	
Contact Number	

.....
Signature

.....
Date

Notes :

1. Please complete the Form of Request by filling in legibly the required information, signing in the space provided and filling in the date of signature.
2. Please forward the completed Form of Request to the Company's registered address given above to reach us on or before 2nd November 2020.
3. In the event the shareholder is a company the Form of Request should be signed under the Common Seal or by a duly authorized officer of the company in accordance with its Articles of Association.

NOTICE OF MEETING

The Board of Directors have proposed to hold the Annual General Meeting on 19th November 2020 at 3.00 p.m. via audio or audio and visual technology taking into account the current situation in the country due to the Covid-19 pandemic and the health and safety guidelines issued by the authorities with the view of protecting public health against the spread of the virus.

NOTICE IS HEREBY GIVEN that the Ninth Annual General Meeting of LVL Energy Fund PLC will be held at 3.00 p.m on 19th November 2020, by virtual means of audio or audio and visual technology, at the Committee Room A of the Ceylon Chamber of Commerce, No. 50, Navam Mawatha, Colombo 02 for the following purposes:

- 1) To receive and consider the Annual Report of the Board of Directors together with the Financial Statements of the Company for the year ended 31st March 2020 together with the Report of the Auditors thereon.
- 2) To re-elect Mr. A.J. Alles who retires by rotation in terms of Article 27(12) of the Articles of Association of the Company, and being eligible has offered himself for re-election.
- 3) To re-elect Mr. M.R. Abeywardena who retires by rotation in terms of Article 27(12) of the Articles of Association of the Company, and being eligible has offered himself for re-election.
- 4) To propose the following resolution as an ordinary resolution for the appointment of Mr. A.R. Munasinghe who is over the age of 70 years.

IT IS HEREBY RESOLVED that age limit referred to in Section 210 of the Companies Act No.07 of 2007 shall not apply to Mr. A.R. Munasinghe who is 76 years of age and that he be appointed as a Director of the Company.

- 5) To approve a final dividend of LKR 0.17 per share for the year ended 31st March 2020 as recommended by the Board of Directors.
- 6) To re-appoint Messrs. KPMG, Chartered Accountants, as Auditors of the Company to hold office until the conclusion of the next Annual General Meeting of the Company at a remuneration to be agreed with by the Board of Directors and to audit the Financial Statements of the Company for the accounting period ending 31st March 2021.
- 7) To authorize the Directors to determine contribution to charities for the ensuing year.

By order of the Board

Corporate Services (Private) Limited
Secretaries
LVL Energy Fund PLC
06 October 2020
Colombo

Note:

- I. A shareholder entitled to attend and vote at the Meeting is entitled to appoint a Proxy who need not be a shareholder to attend instead of him/her.
- II. The Form of Proxy is attached herewith.
- III. The completed Form of Proxy should be deposited at the office of the Company at 2nd Floor, 'Sayuru Sevana', No. 46/12, Navam Mawatha, Colombo 02 not less than 48 hours before the meeting.

FORM OF PROXY

*I/We of
 being * a shareholder /shareholders of LVL ENERGY FUND PLC,
 do hereby appoint of
 (whom failing)

Mr. L.H.A.L. Silva	of Colombo or failing him
Mr. A.J. Alles	of Colombo or failing him
Mr. M.A. Wijetunge	of Colombo or failing him
Mr. M.R. Abeywardena	of Colombo or failing him
Mr. M.M. Wijetunge	of Colombo or failing him
Mr. J.D.N. Kekulawala	of Colombo or failing him
Mr. K.C.S. Dharmawardana	of Colombo or failing him
Mr. R.A. Dassanayake	of Colombo

as *my/our Proxy to represent *me/us and to speak and vote for *me/us on *my/our behalf at the ANNUAL GENERAL MEETING OF THE COMPANY to be held at the Committee Room A of the Ceylon Chamber of Commerce, No. 50, Navam Mawatha, Colombo 02 at 3.00 p.m. on the Nineteenth (19th) day of November 2020 and at any adjournment thereof, and at every poll which may be taken in consequence thereof.

		FOR	AGAINST
1)	To receive and consider the Annual Report of the Board of Directors together with the Financial Statements of the Company for the year ended 31 st March 2020 together with the Report of the Auditors thereon.	☐	☐
2)	To re-elect Mr. A.J. Alles who retires by rotation in terms of Article 27(12) of the Articles of Association of the Company, and being eligible has offered himself for re-election.	☐	☐
3)	To re-elect Mr. M.R. Abeywardena who retires by rotation in terms of Article 27(12) of the Articles of Association of the Company, and being eligible has offered himself for re-election.	☐	☐
4)	To pass an ordinary resolution for the appointment of Mr. A.R. Munasinghe who is over the age of 70 years.	☐	☐
5)	To approve a final dividend of LKR 0.17 per share for the year ended 31 st March 2020 as recommended by the Board of Directors.	☐	☐
6)	To re-appoint Messrs. KPMG, Chartered Accountants, as the Auditors of the Company to hold office until the Conclusion of the Company at a remuneration to be agreed with by the Board of Directors and to audit the Financial Statements of the Company for the accounting period ending 31 st March 2021.	☐	☐
7)	To authorize the Directors to determine contribution to charities for the ensuing year.	☐	☐

Signed this..... day of Two Thousand and Twenty.

.....
 *Signature/s

Note:

- 1) *Please delete the inappropriate words.
- 2) Instructions as to completion are noted on the reverse hereof.

INSTRUCTIONS AS TO COMPLETION

1. Kindly perfect the Form of Proxy after filling in legibly your full name and address and signing in the space provided and filling in the date of signature.
2. A Member entitled to attend and vote at the Meeting is entitled to appoint a Proxy who need not be a member, to attend and vote instead of him. Please indicate with an "X" in the boxes provided how your Proxy is to vote on each resolution. If no indication is given, the Proxy in his discretion will vote as he thinks fit.
3. If the Form of Proxy is signed by an Attorney, the relevant Power of Attorney should also accompany the completed Form of Proxy for registration, if such power of attorney has not already been registered with the Company.
4. In the case of a Corporate Member, the Form of Proxy must be executed in the manner prescribed by the Articles of Association.
5. The completed Form of Proxy should be lodged with the Company not less than forty eight (48) hours before the Meeting.