

GESTETNER OF CEYLON PLC

CIRCULAR TO SHAREHOLDERS

26th August, 2022.

VIRTUAL ANNUAL GENERAL MEETING

Dear Shareholder,

The Board of Directors of GESTETNER OF CEYLON PLC has decided to hold the 58th Annual General Meeting (AGM) as a Virtual Meetings on Monday, 19th September 2022 at 11 a.m. in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs. Some members of the Board of Directors and Members of the Senior Management of the Company will be present at the said venue of the meeting in person and all the shareholders/proxyholders and rest of the Board of Directors will participate in the meeting through audio visual means.

We wish to inform you that as per Circular No.04/2022 dated 27th May 2022 issued by the Colombo Stock Exchange, the Company will **not** be circulating the Annual Report for the Financial Year 2021/2022 in printed form to shareholders. An advertisement in this regard was published and an announcement pertaining thereto was made to the Colombo Stock Exchange.

The Annual Report of the Company for the year ended 31st March 2022 and the related documentation including the Registration of Shareholder Details Form (to facilitate online participation at the AGM) and the Form of Proxy has been made available for perusal/downloading on the :

1. Company website :
<https://gestetner.lk/pages/about-us>
2. Colombo Stock Exchange website on :
<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=GEST.N0000>

Hard copies of the Notice convening the AGM, Registration of Shareholder Details Form (for online Meeting Platform) and the Form of Proxy are forwarded herewith.

GUIDELINES TO SHAREHOLDERS TO PARTICIPATE AT THE AGM VIRTUALLY

1. Shareholders may appoint a director or any other person other than a Director of the Company as their proxy to represent them at the meeting.

Note: any other person other than a Director who is appointed as a proxy by a shareholder, shall participate at the meeting only through audio/ visual means.

2. The duly completed and signed **REGISTRATION FORMS** of Shareholders **FOR ONLINE PARTICIPATION**, must be delivered or forwarded by post to the **Registered Office of the Company at No. 248 Vauxhall Street, Colombo 02** or by facsimile to Number +94 2541351 or e-mail to gocl@gestetnersl.com for the attention of Ms A P G A P Geethanjalee **not less than forty eight (48) hours before the date of the AGM**, so that a detailed guideline pertaining to the registration process and the meeting login information could be forwarded to the Shareholders/ Proxy holder via the e-mail addresses provided.

Those shareholders who wish to appoint proxyholders to represent them at the AGM should submit their duly completed and signed Forms of Proxy together with the aforesaid Registration Form.

Note: If a Proxy is appointed, the information set out in the **REGISTRATION FORM** pertaining to the Proxy holder **MUST** tally with the information indicated in the duly completed **FORM OF PROXY** submitted by the Shareholder.

3. The Company will verify all registration requests and identification details received as aforesaid, against the details of Shareholders set out in the Shareholders' Register of the Company and accept the registrations for the Virtual AGM if, it is satisfied with the request and supporting documents (if any).

Note: shareholders/ proxyholder whose registration requests are accepted will receive an e-mail confirmation from the Company acknowledging the acceptance of their request.

4. The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company preferably via e-mail to gocl@gestetnersl.com or by facsimile on +94-11-2541351 for the attention of Ms A P G A P Geethanjalee ,not less than five (5) days before the date of the meeting. This is in-order to enable the Company to compile the queries and forward same for the attention of the Board of Directors so that they could be addressed at the meeting.
5. Shareholders whose registration requests are accepted will receive an e-mail confirmation from the Company acknowledging the acceptance of their request.
6. Voting on the item on the agenda items in the Notice of AGM will be registered by using the Zoom application. The procedure will be explained to the Shareholders/ Proxyholders prior to the commencement of the meeting via e-mail.

Yours faithfully,

By Order of the Board

(Sgd.)

Jacey & Company
Secretaries
Colombo
26th August 2022