

# CIRCULAR TO SHAREHOLDERS

*The Lanka Hospitals Corporation PLC - Annual Report 2020*

21st May 2021

*Dear Shareholder,*

## REQUEST FOR A PRINTED ANNUAL REPORT

In terms of the Listing Rules of the Colombo Stock Exchange a Listed Company may make the Annual Report available and accessible in their company's website, provided that such Companies comply with the specified requirements as per the said rules.

In pursuance of the above rule, the Annual Report of The Lanka Hospitals Corporation PLC is now available on the company's website: <https://www.lankahospitals.com/en/annual-reports>

A Company is obliged to issue a printed copy of the Annual Report upon receipt of a written request from a shareholder for a printed copy of the same.

Where such a written request is received by the Company, a printed Annual Report will be sent within 8 Market Days of receipt of any request.

A form of request is attached below for your convenience. For any clarifications on the Annual Report please contact, Finance Manager on 011 543 9037 or on email [harshad@lankahospitals.com](mailto:harshad@lankahospitals.com)

By order of the Board of

**The Lanka Hospitals Corporation PLC**

Accounting Systems Secretarial Services (Private) Limited



..... 2021

*Company Secretary*

**The Lanka Hospitals Corporation PLC**

**Accounting Systems Secretarial Services (Private) Limited**

Level 03, No:11, Castle Lane,

Colombo 4

## **The Lanka Hospitals Corporation PLC - Request for a Printed Copy of the Annual Report 2020**

I/We hereby request you to forward to me/us a printed copy of the Annual Report of The Lanka Hospitals Corporation PLC for the year 2020 as per details given below, in addition to the said Report being available in the company's website.

|                          |  |
|--------------------------|--|
| Full Name:               |  |
| NIC/Passport/            |  |
| Company Registration No. |  |
| Address                  |  |
| Contact Number & E-mail  |  |

.....  
Date

.....  
Signature

### **Note :**

- 1) The Form of Request should be filled in legibly, signed and dated.
- 2) In the event of joint shareholders, the Form may be executed by the registered Principal Shareholder.
- 3) In the event the shareholder is a Company, the Form may be executed under the common seal of the Company or by a duly authorized representative.

# SUPPLEMENTARY NOTICE TO SHAREHOLDERS

*The Lanka Hospitals Corporation PLC - Annual Report 2020*

## THE LANKA HOSPITALS CORPORATION PLC 22ND ANNUAL GENERAL MEETING

*Dear Shareholder/s,*

Considering the prevailing situation in the country and the restrictions enforced by the Government of Sri Lanka, the Board of Directors of The Lanka Hospitals Corporation PLC (Company) has decided as per the issuance of guidelines by the CSE, to proceed with the AGM using audio visual technology on June 17, 2021 as per the Notice of Meeting of the AGM.

Please note the following procedure to be adopted in terms of the same;

1. Notice of Meeting, Form of Proxy, Form of Registration and Circular to Shareholder are enclosed herewith.
2. The AGM will be held in compliance with the principles set out in the Guidelines issued by the CSE for the hosting of virtual Annual General Meetings.
3. Only the key officials who are essential for the administration of the formalities of the meeting will be physically present at the venue. All Shareholders, will participate via the online meeting platform. This measure is being adopted to observe "social distancing" requirements to mitigate the danger of spreading the virus (COVID 19).
4. The shareholders referred to herein who wish to participate at the meeting through Audio/ Video and visual means should forward the duly perfected attached Registration Form (annex 01) to Accounting Systems Secretarial Services (Private) Limited, Level 3, No. 11, Castle Lane, Colombo 4 or email to [disnperera@deloitte.com](mailto:disnperera@deloitte.com). Alternatively shareholders could register themselves using the link below at least 48 hours before the time fixed for the meeting.  
<https://us02web.zoom.us/join/zoom/register/tZcsdOuppiVHtMPu2q7JO53MKPMFpiEF4jC>
5. Adequate arrangements will be made for Shareholders who wish to participate in the AGM via the online meeting platform, with log in information being forwarded to shareholders in advance of the meeting, upon verification of the registration details. Only Shareholders or their duly appointed proxyholders are requested to log in to the virtual meeting platform 30 minutes prior to the time fixed for the meeting. The Company shall not be responsible or liable for misuse and / or unauthorized use of the login information.
6. Shareholders will be given opportunity to raise any questions or comments on the matters listed on the Agenda for the meeting or forward the questions in advance to the e-mail [disnperera@deloitte.com](mailto:disnperera@deloitte.com).
7. Voting on the items on the Agenda will be registered by using an online platform or a designated ancillary online application. All of such procedures will be explained to Shareholders prior to the commencement of the meeting.

The Board wishes to thank their Shareholders of the company for their unwavering cooperation and support to ensure a smooth and uninterrupted process at this Annual General Meeting of the Company.

By Order of the Board

**THE LANKA HOSPITALS CORPORATION PLC**



**Accounting Systems Secretarial Services (Private) Limited**  
*Company Secretaries*

Colombo, this 21st May 2021



*Scan this QR code to  
log in for registration  
to the Annual General  
Meeting*

# ANNEXURE 1

*The Lanka Hospitals Corporation PLC - Annual Report 2020*

## THE LANKA HOSPITALS CORPORATION PLC (LHC) 22ND ANNUAL GENERAL MEETING REGISTRATION OF SHAREHOLDER DETAILS

To: Accounting Systems Secretarial Services (Private) Limited  
Level 03, No:11, Castle Lane,  
Colombo 4

1. Full Name of the Shareholder : .....

2. Membership No. /  
CDS Account No : .....

3. Address of Shareholder : .....

4. NIC No./ P.P. No. / Co. Reg.  
No. of Shareholder : .....

### 5. Contact details of Shareholders

Telephone Residence : ..... Telephone Office : .....

Fax : ..... Mobile: .....

e-mail: ..... (Please type clearly, mandatory)

### 6. Names / NIC No. of Joint holder/s (If any):

i. Name : ..... NIC No. : .....

ii. Name : ..... NIC No. : .....

### 7. In the event proxy holder is appointed by the Shareholder following details of his/her's will be required:

i. Name : ..... NIC No. : .....

Telephone Residence : ..... Telephone Office : .....

Fax : ..... Mobile: .....

e-mail: ..... (Please type clearly, mandatory)

.....  
Shareholder's Signature /Date

.....  
1st Joint holder's Signature/Date

.....  
2ndJoint holder's Signature/Date

**Notes:** \* Instructions as to completion appear overleaf.

# Annexure 1 Contd.

*The Lanka Hospitals Corporation PLC - Annual Report 2020*

## **INSTRUCTIONS AS TO COMPLETION**

- i. Shareholders are advised to complete the form legibly in order to facilitate their participation through the online platform.
- ii. The “Web Link” for participation at the AGM through the online platform will be forwarded to the Shareholder's above noted email address.
- iii. In the case of a Company/Corporation, the Registration must be under it's common seal which should be affixed and attested.
- iv. In the case of the Registration form signed by an Attorney, the Power of Attorney must be deposited at the Registered Office of the Company for registration.
- v. The instruments for registration must be completed and deposited at the Accounting Systems Secretarial Services (Private) Limited, Level 03, No:11, Castle Lane, Colombo 4, or e-mail to [disnperera@deloitte.com](mailto:disnperera@deloitte.com) 48 hours before the meeting. Alternatively Shareholders may register themselves using the web link given in the supplementary notice to shareholders.