

COLOMBO INVESTMENT TRUST PLC
Company No PQ 85

8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 1.

4th August 2020

CIRCULAR TO SHAREHOLDERS

Dear Shareholder/s,

THIRTY THIRD ANNUAL GENERAL MEETING

We forward herewith the Notice of Meeting and the Form of Proxy for the Thirty Third Annual General Meeting of the Company. We draw your attention to the additional Notes set out in the Notice of Meeting for the purposes of ensuring the safety and well being of all meeting attendees.

Please be advised that the Annual Report of the Company for the Financial Year ended 31st March 2020 is available on the CSE website:- <https://www.cse.lk/home/company-info/CIT.N0000/financial>. In the event you require assistance in downloading or accessing the website, kindly contact the following official any time between 9.00 a.m. and 4.00 p.m. on any working day.

Name	Contact No.	E-mail address
Mr. Jehan Ratnakumar	0112344485-9	jehan@cmsl.lk

If you wish to receive a printed copy of the Annual Report, please send your written request by returning the duly completed Form of Request which is attached hereto to reach us at the aforesaid Registered Address of the Company or forward same on Fax No. 2438067. The printed copy will be forwarded within eight (8) market days from the receipt of the written request.

If you have any queries in obtaining a printed copy of the Annual Report please contact the following officials any time between 9.00 a.m. and 4.00 p.m. on any working day.

Name	Contact No.
Ms. Geethika Priyadarshini	0112344485-9
Ms. Tharaka Fernando	0112344485-9

Further, if shareholders who are unable to participate at the Meeting and wish to raise any queries, such queries could be sent in writing to the Company Secretaries via e-mail to citagm2020@cmsl.lk or by post to the Registered Office of the Company, 8 5/2, Leyden Bastian Road, York Arcade Building Colombo 1 not less than five (5) days before the date of the Meeting. This is in order to enable the Company Secretaries to compile the queries and forward same to the attention of the Board of Directors so that same could be addressed at the meeting.

Shareholders who are unable to attend may complete and return the Form of Proxy to reach the Registered Office of the Company not later than 48 hours before the time fixed for the holding of the Meeting.

By Order of the Board
COLOMBO INVESTMENT TRUST PLC,
CORPORATE MANAGERS & SECRETARIES (PVT) LTD.
Secretaries

FORM OF REQUEST

To : COLOMBO INVESTMENT TRUST PLC
8-5/2 Leyden Bastian Road
York Arcade Building
Colombo 1.

REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT OF COLOMBO INVESTMENT TRUST PLC – 2019/2020

With reference to your Circular dated 4th August 2020, I/We wish to request for a printed copy of the Annual Report of Colombo Invest Trust PLC for the Financial Year 2019/2020.

My/Our details are as follows -

Full Name of Shareholder :

.....

NIC/Passport/Co. Reg. No. :

Folio No. indicated in the address label :

Address :

.....

.....

Contact Number :

.....

Signature

.....

Date

Notes:

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.

In the case of Joint Holders the Form of Request may be executed by the Registered Principal Holder.

In the event the Shareholder is a Company, the Form of Request should be signed under its Common Seal or by a duly Authorized Officer of the Company in accordance with its Articles of Association.

Notice of Meeting

NOTICE IS HEREBY GIVEN that the THIRTY THIRD Annual General Meeting of COLOMBO INVESTMENT TRUST PLC will be held at the Grand Oriental Hotel, No 2, York Street, Colombo 1, on Monday, 31st August 2020 at 10.30 a.m. for the following purposes, namely :

- 1 To receive and consider the Annual Report of the Board of Directors, together with the Statement of Accounts for the year ended 31st March, 2020 and the Report of the Auditors thereon.
- 2 To re-elect Mr.S.D.R.Arudpragasam, who retires by rotation in terms of Articles 84 and 85 of the Articles of Association, as a Director.
- 3 To reappoint Mr.A.M.de S. Jayaratne who is over seventy years of age as a Director.
A Special Notice has been received from a shareholder of the intention to pass a Resolution which is set out in the notes in relation to his reappointment. (see Note No.(v) on page 2).
- 4 To reappoint Dr.J.M.Swaminathan who is over seventy years of age as a Director.
A Special Notice has been received from a shareholder of the intention to pass a Resolution which is set out in the notes in relation to his reappointment. (see Note No.(vi) on page 2).

- 5 To reappoint Mr.A.Rajaratnam who is over seventy years of age as a Director.

A Special Notice has been received from a shareholder of the intention to pass a Resolution which is set out in the notes in relation to his reappointment. (see Note No.(vii) on page 2).

- 6 To reappoint Messrs. KPMG, Chartered Accountants as Auditors and to authorise the Directors to determine their fees.

By Order of the Board,
Corporate Managers & Secretaries (Pvt) Limited
Secretaries

Colombo
27th July 2020

Note:

The aforesaid Annual General Meeting will convene on the assumption that no curfew will be in force by such date and that no restrictions will be imposed by the Authorities on conduct of meeting.

Notice of Meeting

Notes :-

- (i) A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of him.
- (ii) A Proxy need not be a Member of the Company. The Form of Proxy is enclosed.
- (iii) The completed Form of Proxy should be deposited at the Registered Office of the Company at No. 8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 1, not less than forty eight hours before the time appointed for the holding of the Meeting.
- (iv) Given that the health and well-being of our Members is paramount to us, Members are encouraged to vote by Proxy through the appointment of a member of the Board of Directors to represent them and vote on their behalf. Members are advised to complete the Form of Proxy and their voting preferences on the specified resolutions to be taken up at the Meeting and submit the same to the Company in accordance with the instructions given on the reverse of the Form of Proxy.
- (v) A Special Notice has been received by the Company from a shareholder giving notice of the intention to move the following Resolution as an Ordinary Resolution at the Annual General Meeting :

Resolved -
"That Mr.A.M.de S. Jayaratne who is eighty years of age, be and is hereby reappointed a Director of the Company and it is further specially declared that the age limit of seventy years referred to in Section 210 of the Companies Act No. 07 of 2007 shall not apply to the said Director, Mr.A.M.de S. Jayaratne."
- (vi) A Special Notice has been received by the Company from a shareholder giving notice of the intention to move the following Resolution as an Ordinary Resolution at the Annual General Meeting :

Resolved -
"That Dr.J.M.Swaminathan who is seventy nine years of age, be and is hereby reappointed a Director of the Company and it is further specially declared that the age limit of seventy years referred to in Section 210 of the Companies Act No. 07 of 2007 shall not apply to the said Director, Dr.J.M. Swaminathan."
- (vii) A Special Notice has been received by the Company from a shareholder giving notice of the intention to move the following Resolution as an Ordinary Resolution at the Annual General Meeting :

Resolved -
"That Mr.A.Rajaratnam who is seventy nine years of age, be and is hereby reappointed a Director of the Company and it is further specially declared that the age limit of seventy years referred to in Section 210 of the Companies Act No. 07 of 2007 shall not apply to the said Director, Mr.A.Rajaratnam."

Notice of Meeting

Notes:

- (viii) The Meeting will be held in compliance with the Health and Safety guidelines issued by the Ministry of Health and Indigenous Medical Services (Ministry of Health) and standards imposed by the venue to ensure the safety and well-being of all Meeting attendees. Please note that in compliance with such guidelines and standards:
- a. All attendees will have to undergo a temperature check and sign a declaration form.
 - b. Persons who record temperatures in excess of norms prescribed by the Ministry of Health will not be permitted into the Meeting.
 - c. Persons with respiratory infections of any type including cough, cold, sore throat or exhibiting any other similar symptoms will not be permitted into the Meeting.
 - d. Physical contact such as shaking hands will not be permitted and attendees will not be permitted to linger or remain after the conclusion of the Meeting.
 - e. Any person not adhering to the health and safety guidelines and standards, including wearing a mask and maintaining the minimum social distance required, will be requested to leave the Meeting.
 - f. Food and beverage offerings are not guaranteed and may be limited in keeping with health and safety standards and regulations.
 - g. As social distancing measures will be implemented, once the hall capacity is reached as per the relevant Government guidelines, Members may not be permitted to enter.
 - h. A maximum total of forty shareholders will be accommodated at the Meeting venue. The number of shareholders at the Meeting venue has been limited as aforesaid to maintain 'social distancing' requirements in order to mitigate the risk factor associated with the spread of the Covid-19 Virus.
 - i. The selection of the shareholders eligible to participate physically will be made on a 'First come First served' basis.
 - j. In the event the Company is required to take any further action in relation to the meeting in the best interests of the meeting attendees due to COVID-19 Pandemic, and / or any communications, guidelines, directives or orders issued by the Government of Sri Lanka, Notice of such action shall be given by way of an announcement to the Colombo Stock Exchange.

Form of Proxy

I/We the undersigned of

being a member/members of Colombo Investment Trust PLC, do hereby appoint :

.....of..... whom failing

Alagarajah Rajaratnam

Sri Dhaman Rajendram Arudpragasam

Sriskandamoorthy Shanmugalingam

Ajit Mahendra de Silva Jayaratne

Sanjeev Rajaratnam

Jayanta Mootatamby Swaminathan

of Colombo whom failing

of Colombo whom failing

of Colombo whom failing

of Colombo whom failing

of Colombo whom failing

of Colombo

as my/our Proxy to represent me/us to speak and to vote on my/our behalf at the Annual General Meeting of the Company to be held on 31st August 2020, and at any adjournment thereof and at every poll which may be taken in consequence thereof. I/We the undersigned hereby authorise my/our proxy to vote on my/our behalf in accordance with the preferences indicated below:

RESOLUTIONS						
Resolution Numbers as set out in the Notice convening the Meeting	1	2	3	4	5	6
For						
Against						

As witness, my / our * hands this.....day of 2020.

.....
Signature of Shareholder

Notes :

Please indicate with an X in the space provided how your proxy is to vote. If there is in the view of the proxy holder doubt (by reason of the way in which the instructions contained in the proxy have been completed) as to the way in which the Proxy holder should vote, the Proxy holder shall vote as he thinks fit.

A Proxy holder need not be a member of the Company.

Instructions as to completion appear on the reverse hereof.

