



31st August 2021

Mr Renuka Wijayawardena
Chief Regulatory Officer
Colombo Stock Exchange
World Trade Centre
Colombo 01

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Dear Sir,

**ANNUAL GENERAL MEETING OF CEYLON HOTELS CORPORATION PLC TO BE HELD ON 24TH
SEPTEMBER 2021**

We wish to inform you that the Annual General Meeting (AGM) of Ceylon Hotels Corporation PLC (CHC) will be held as a **Virtual Meeting** on 24th September 2021 at 9.30am assembled at the Registered office of the Company, No 327, Union Place, Colombo 2.

The Notice of Meeting, Form of Proxy, and supplementary notice regarding the instructions to participate at the virtual Annual General Meeting, the Registration Form to participate at the virtual meeting and the Form of Request for a printed copy of the Annual Report have to be posted to the shareholders on 01st September 2021.

It is likely that the posting of aforesaid notices and relevant documents may be delayed due to the disruption to the postal services in the country owing to the Covid 19 Pandemic. The Annual Report 2020/2021 together with aforementioned notices and documents are available on the Corporate website www.chcplc.com and CSE website <https://www.cse.lk>. The Company would make every effort to publish the Notice of meeting in one issue of daily newspaper in all three languages at the earliest.

Shareholders may forward their Form of Proxy and the Registration Form to participate at the virtual Annual General Meeting, 48 hours before the meeting to the Company Secretaries, Accounting Systems Secretarial Services (Private) Limited on email disnperera@deloitte.com or on facsimile +94112504008, .

Any queries and matters to be raised at the AGM could be shared with Mr Buddhika Wijesekera, in writing five (05) days before the date of the AGM preferably via e mail [to buddhika.wijesekera@gardiner-group.com](mailto:buddhika.wijesekera@gardiner-group.com) or via Fax [+94112325747](tel:+94112325747) . The responses from the Board of Directors to the queries raised by shareholders will be dealt with at the meeting, if relevant.

Yours faithfully,

By order of the Board of Directors of
Ceylon Hotels Corporation PLC

Accounting Systems Secretarial Services (Private) Limited
Secretaries