

CIRCULAR TO SHAREHOLDERS

Dear Shareholder,

SUBMISSION OF ANNUAL REPORT TO SHAREHOLDERS

We are pleased to enclose herewith the Annual Report of Nawaloka Hospitals PLC in CD-ROM Format as per Rule 7.5 of the revised Listing Rules of the Colombo Stock Exchange ("CSE"). The said Rules are set out on the reverse of this Circular for the information of the Shareholders.

If a printed copy of the Annual Report is required, the Shareholder could make a written request to the Company for same. Upon such request, the Company will send a printed copy of the Annual Report to the requesting Shareholder, within Eight (8) Market days of receipt of such request.

If therefore you wish to receive the Annual Report in a printed form in addition to the CD-ROM, kindly complete and forward the attached Request Form to the Company to reach us on or before Friday, 11th December 2020. We wish to appraise you of the fact that if the Company has not received any written notification from a Shareholder by the said date, the Company is not obliged to provide a printed copy of the Annual Report to the Shareholder.

If you have any queries relating to the use of the CD-ROM you may contact the following persons on any working day between 9.00 a.m to 4.00 p.m:-

Name	Contact numbers	E-mail
Mr. Nithi Murugesu, Attorney-at-Law	011- 2302900	malaw@nithimurugesu.com

Email: finance@nawaloka.com
(Website: www.nawaloka.com)

By order of the Board,

Sgd.

M & A Company Secretaries (Private) Limited

20th November 2020

THE CURRENT REQUIREMENTS SET OUT IN THE LISTING RULES (RULE 7.5) OF THE COLOMBO STOCK EXCHANGE RELATING TO THE SUBMISSION OF ANNUAL REPORTS TO SHAREHOLDERS ARE AS FOLLOWS;

A Listed Company which issues to its Shareholders its Annual Reports in a CD-ROM is required in terms of the said Listing Rules to comply with the following :-

- 1) To provide a printed copy of the Annual Report to a Shareholder, upon such Shareholder making a written request and to designate a person to attend to the Shareholders' requests in this regard;
- 2) To ensure that a printed copy of the Annual Report is forwarded to the Shareholder requesting the same, within Eight (8) Market Days from the date of receipt of the said request;
- 3) To designate a person/s to answer queries of Shareholders relating to the use of the CD-ROM, in which the Annual Report is contained.
- 4) To issue, together with the CD-ROM, a Note to the Shareholders containing the following statements/information :-
 - That the Company will forward a printed copy of the Annual Report to the Shareholder requesting the same, within Eight (8) Market days from the date of receipt of such written request;
 - The Company's web site and e-mail address, name/s and contact number/s of designated person/s attending to the Shareholders' requests and queries; and
 - A request Form to enable the Shareholder to request for a printed copy of the Annual Report, with the particulars of the Company's facsimile number & mailing address.

FORM OF REQUEST

To :-

Head of Finance & Corporate Planning,
Nawaloka Hospitals PLC,
No. 23, Deshamanya H.K. Dharmadasa Mawatha,
Colombo – 00200.

Dear Sir/Madam,

NAWALOKA HOSPITALS PLC

REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT 2019/2020.

With reference to the Circular to Shareholders dated 20th November 2020, I/we hereby request you to forward to me/us a printed copy of the Annual Report of Nawaloka Hospitals PLC for the year 2019/2020, in addition to the said Report being issued to me/us in a CD-ROM.

My/Our details are as follows:

Full name of Shareholder(s)	
Shareholder(s) NIC/Passport/Company Registration No.	
Address	
Contact Number & E-mail	

Date: 2020 Signature:.....

Please note:

- 1) The Form of Request should be filled legibly, signed and dated;
- 2) The completed Form should be mailed to the above mentioned address.
- 3) In the event of joint shareholding, the Form may be executed by the registered Principal Shareholder; and
- 4) In the event the Shareholder being a Company, the Form may be executed under the seal (common) of the Company or by a duly authorized Representative.

Mailing address :

Head of Finance & Corporate Planning
C/o. Nawaloka Hospitals PLC.
No. 23, Deshamanya H.K. Dharmadasa Mawatha,
Colombo – 00200.

Facsimile Number:

[+94 11] 2430393

HOSTING ANNUAL GENERAL MEETING ON VIRTUAL/HYBRID PLATFORM

Due to the prevailing COVID 19 situation of the country, Nawaloka Hospitals PLC has also simultaneously arranged for the shareholders to join in the Annual General Meeting by virtual/hybrid platform.

Sufficient opportunities for shareholders will be given for the Shareholders to raise questions, concerns or make brief comments about each Agenda item/Resolution and also a reasonable time will be granted to present Shareholders proposals or questions/ comments related to the Agenda items during the meeting. In the event a Shareholder is unable to use/access the technology, the shareholder may contact +94779603366 to raise their questions at the meeting.

The shareholders who are unable to attend the meeting in-person must pre-register prior to hosting the Virtual/hybrid Annual General Meeting by sending the duly filled and signed "Form A" (which is attached herewith) to the following address:-

**M & A Company Secretaries (Private)
Limited, No. 28 (Level 2), W.A.D Ramanayake
Mawatha, Colombo. 00200.**

In the alternative please email the "Form A" to malaw@nithimurugesu.com

Upon receiving duly filled and signed "Form A" from the shareholder who is unable to attend in-person, the username and password will be provided to him/her to log into the virtual/hybrid platform.

By order of the Board,

Sgd.

M & A Company Secretaries (Private) Limited

20th November 2020

REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE MEETING – “FORM A”

1. Full Name of the Principal Shareholder :		
2. Residential Address:		
3. NIC No./Passport No./ Company Registration No:		
4. Contact No. :	Residence	Mobile
5. Email Address:		
6. Name(s) of the Joint Holder(s) (if any)	(i)	
	(ii)	
7. National Identity Card Number(s) of Joint holders(s)	(i)	
	(ii)	
In the event a proxy holder is appointed by the Shareholder, the following details are to be furnished:		
8. Full Name :		
9. Residential Address:		
10. NIC No/Passport No:		
11. Contact No.	Residence	Mobile
12. Email Address :		

Participation in the AGM – Please tick the cage below

I/My Proxy Holder am/is willing to participate at the AGM via the online platform

☐

Signature(s)

.....		
Principal Shareholder	1st Joint Holder	2nd Joint Holder
Date:	Date:	Date:

Notes:

- Shareholders are requested to provide their email address in the space provided in order to forward the web link/username/password/necessary instructions, if they wish to attend the meeting through an online platform.
- In the case of a Company/Corporation, the shareholder details form must be under its Common Seal which should be affixed and attested in the manner prescribed in its Articles of Association.
- In the case of a Power of Attorney, this form signed by the Power of Attorney must be deposited at the Registered Office of the Company for registration.