

CIRCULAR TO SHAREHOLDERS

38TH ANNUAL GENERAL MEETING OF TOKYO CEMENT COMPANY (LANKA) PLC

Dear Shareholder/s,

Taking into consideration the current regulations/restrictions prevailing in the country due to the COVID-19 pandemic, the Board of Directors of the TOKYO CEMENT COMPANY (LANKA) PLC has decided to hold the 38th Annual General Meeting (AGM) as a Hybrid Meeting to be held on Thursday 22nd October 2020 at 4.00 p.m. (Sri Lanka Time), within the guidelines issued by Colombo Stock Exchange (CSE) for hosting virtual/hybrid AGMs, on the assumption that there would be no further restrictions imposed by the authorities as to the conduct of meetings.

1. The Notice of Meeting and Registration Form are enclosed herewith.
2. The Company considers the health of the attendees at the AGM a top priority and will strictly adhere to the guidelines issued by the Health Authorities to minimise the risk of spreading COVID-19.
3. Only persons who are shareholders of the Company and whose names appear on the Share Register on the AGM date will be entitled to attend the event. A member entitled to attend and vote at the above meeting is entitled to appoint a proxy to attend and vote on his/her behalf. The registration form should be submitted no less than forty-eight (48) hours prior to the date of the AGM.
4. Physical Attendance
 - a) Up to a total of One-Hundred (100) shareholders will be accommodated at the physical location of the AGM at the Auditorium, The Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 7.
 - b) The number of shareholders at the physical location has been limited to maintain social distancing requirements in order to mitigate the risk factor associated with the spread of COVID-19. The Board of Directors, Key Management Personnel, Auditors, and Secretaries to the Company will assemble at the said physical location.
 - c) Those shareholders who wish to participate in person, can register by filling out the attached Registration Form and emailing it to agm@tokyocement.lk
 - d) The selection of the said number of shareholders will be made on a “first come first served” basis. Shareholders who become eligible to participate on said basis, will be issued with a Registration Number thereof via email. Admittance to the AGM venue will be strictly restricted to those Shareholders with said registration number.
 - e) For Shareholders who wish to attend the AGM in person, strict adherence to Social Distancing parameters and wearing a face mask will be mandatory. Shareholders opting to attend meeting in person will be subject to thermal scanning and other screening procedures – please allow extra time before the meeting to complete said procedures. The company will not be held responsible for the negligence on the part of the shareholders. The company will be compelled to prohibit those shareholders who do not satisfy the requisite health requirements from entering the meeting.
5. Virtual Attendance
 - a) All other shareholders/proxyholders will be provided with the facility of attending the meeting via Microsoft Teams online meeting platform at 4.00 p.m. (Sri Lanka Time) on Thursday 22nd October 2020.
 - b) The shareholders and proxyholders who will be participating via audio or audio and visual means, should forward their registration form to agm@tokyocement.lk no less than forty eight (48) hours prior to the date of the AGM, in order to enable the Company to share with you the relevant meeting login information.

- c) Further instructions and details on how to attend the Virtual AGM will be shared only with those Shareholders or their duly nominated proxies, upon confirmation of registration. The Company shall not be responsible or liable for misuse and / or unauthorized use of the login information. Shareholders or their duly appointed proxyholders who opt for the online meeting are encouraged to log in to the virtual meeting platform 30 minutes prior to the time fixed for the AGM. The procedures on the conduct of the meeting and voting will be explained in an email to shareholders prior to the commencement of the Hybrid meeting.

The Company encourages Shareholders to read the relevant notice of AGM in the Annual Report for further information. If Shareholders require any further clarification please contact the company via email to agm@tokyocement.lk or call Mr. Ranga Gamage (IT Manager) on 0112 558 121 / 0777 480 132, during office hours.

The Board wishes to thank the Shareholders of the Company for their unwavering cooperation and support to ensure a smooth execution at this Annual General Meeting of Tokyo Cement Company (Lanka) PLC.

By order of the Board
Tokyo Cement Company (Lanka) PLC
Company Registration No. PQ-115



Seccom (Private) Limited
Company Secretaries

24th September 2020

FORM FOR REGISTRATION

Notes: Instructions for completion appear overleaf:

1. Participation Method :	☐ Virtual Meeting			☐ In Person		
2. Full Name of Shareholder :						
3. Membership No. / CDS Account No :						
4. Address :						
5. NIC No. / PP No. / Company Registration No. :						
6. Telephone No./s :						
* Mandatory field. Please type clearly	Email :					
7. Names / NIC No. of Joint holder/s (If any) :						
Name :				NIC No. :		
Name :				NIC No. :		
8. In the event a Proxy is appointed by the Shareholder, following details of the Proxy are required;						
Full Name of Proxy :						
NIC No. / PP No. :						
Telephone No./s :						
* Mandatory field. Please type clearly	Email :					

Shareholder's Signature		1st Joint holder's Signature		2nd Joint holder's Signature	
Date :		Date :		Date :	

INSTRUCTIONS FOR COMPLETION

- i. Shareholders are advised to complete the form legibly in order to facilitate their participation through the online platform or in person.
- ii. The 'Virtual Meeting Link' for participation at the AGM through online platform will be forwarded to the Shareholders / Proxyholders email address given above.
- iii. In the case of a Company/ Corporation, the Registration must be under its 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 duly completed Registration Form should be deposited at the Registered Office of the Company, No. 496 1 /1, Galle Road, Colombo 3 or emailed to agm@tokyocement.lk no later than 48 hours before the time appointed for the commencement of the Meeting.