



CIRCULAR TO SHAREHOLDERS

TOKYO CEMENT COMPANY (LANKA) PLC TO HOST VIRTUAL ANNUAL GENERAL MEETING OF SHAREHOLDERS WITHOUT THE PHYSICAL PRESENCE OF THE SHAREHOLDERS, DUE TO THE PREVAILING COVID-19 PANDEMIC via MICROSOFT TEAMS App.

Dear Shareholders,

- 1 Further to the Notice of Meeting dated 21st September 2020 and Circular to the Shareholders dated 24th September 2020, the Board of Directors of Tokyo Cement Company (Lanka) PLC has now decided to convene the Annual General Meeting (the "Virtual AGM") of the Company at 4.00 p.m. (Sri Lanka Time) on Thursday 22nd October 2020 with Directors and Key Management personnel physically participating ;

and **via Online Meeting Platform without the physical presence of the Shareholders.**
- 2 This Notice to the Shareholders dated 16th October 2020 will not be dispatched to the shareholders via post due to suspension of Bulk posting services by the Central Mail Exchange and also due to limited time available
- 3 The decision to hold a Virtual AGM was taken by the Board of Directors due to rising concerns over the spread of corona-virus and due to health concerns and Health Official guidelines on public gatherings and safe distancing. It was also considered prudent to hold the scheduled AGM without postponing, as the possible dateline for the containment of the Virus is not known.
- 4 In our initial circular, it was mentioned that a maximum of 100 shareholders would be entitled to attend the AGM in person on first come first served basis upon forwarding us the duly filled Registration form. We regret very much, that we are unable to facilitate this quest. **The AGM will now be only held as a virtual meeting via MICROSOFT TEAMS App.**
- 5 The shareholders who have submitted the Registration Form will be contacted via telephone in advance of the AGM and will be requested to provide us with email addresses, if they are willing to join the meeting via online platform. Upon confirmation, shareholders will receive an email and guidelines for the participating at the Virtual AGM
- 6 Shareholders who have already expressed their consent to join the AGM via online platform will be nevertheless facilitated to join via online. Please refer to our Guidelines and Registration procedures for the AGM via online meeting platform
- 7 Shareholders can attend and vote at the meeting on all shareholders' resolutions virtually, online and remotely with their own smart phone, tablet or personal computer; and upon registration to vote virtually, a shareholder could vote via Chat option in the **MICROSOFT TEAMS app**
- 8 Shareholders are urged to exercise their votes by submitting their proxy as explained in the Notice of AGM and Circular to Shareholders published at Company Website and at the Colombo Stock Exchange website
- 9 Shareholders are also invited to submit questions to the business of the meeting at least THREE days prior to the date of the AGM
- 10 Contact Person on Internet Matters: Mr Ranga Gamage (IT Manager) Mr Uditha Dharmapriya (Assistant IT Manager)
011 2588100 011 2588100 Ext 287
ranga@tokyocement.lk agm@tokyocement.lk

By Order of the Board TOKYO CEMENT COMPANY (LANKA) PLC
Seccom (Private) Limited

Company Secretaries 16th October 2020

