

CIRCULAR TO SHAREHOLDERS

Dear Shareholder,

VIRTUAL ANNUAL GENERAL MEETING OF ELPITIYA PLANTATIONS PLC FOR THE YEAR 2019/2020

Following the issuance of the guidelines by the Colombo Stock Exchange (CSE) due to the COVID-19 pandemic situation of the country and in the interest of protecting public health and facilitating compliance with the Health and Safety guidelines issued by the Government of Sri Lanka, the Twenty Eighth (28th) Annual General Meeting (AGM) of Elpitiya Plantations PLC will be held virtually in the manner prescribed below.

A. GENERAL DETAILS

1. The Twenty Eighth (28th) AGM of Elpitiya Plantations PLC will be conducted from Aitken Spence Tower II, No. 315, Vauxhall Street, Colombo 02, at 3.00 p.m. on Friday, 18th September 2020.
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual AGM.
3. Only the Chairman, members of the Board of Directors, key officials, the Company Secretaries, the External Auditors and the Legal Counsel will be present at the venue of the meeting in person and all shareholders will participate in the meeting through audio and audio-visual means as a measure to maintain "social distancing" requirements to mitigate the dangers of spreading the virus.
4. The Annual Report of the Company for the year 2019/2020 will be available for perusal on the website on www.elpitiya.com and on the Colombo Stock Exchange website on www.cse.lk. The Annual Report could also be accessed via the QR Code which is provided below.
5. If you wish to receive a printed copy of the Annual Report for the year 2019/2020, please complete and forward us the Form of Request attached hereto (Annexure I) by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 or e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099.

B. SHAREHOLDER PARTICIPATION

1. The shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
2. The shareholders may also appoint any other persons other than a Director of the Company as their proxy and the proxy so appointed shall participate at the meeting through audio or audio-visual means only.
3. The shareholders who wish to participate at the meeting will be able to join the meeting through audio or audio-visual means only. To facilitate this process, the shareholders are required to furnish their details by perfecting Annexure II to the circular to shareholders and forward same to reach the Company Secretaries via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 not less than five (05) days before the date of the meeting so that the meeting login information could be forwarded to the e-mail addresses so provided.
4. To facilitate the appointment of proxies as specified in B.1 and B.2 above, the Form of Proxy is attached with the Notice of Meeting. The duly filled Form of Proxy should be sent to reach the Company Secretaries via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 2, not less than forty eight (48) hours before the time fixed for the meeting.

C. SHAREHOLDERS' QUERIES

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company Secretaries, via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 2, not less than five (05) 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 such queries could be addressed at the meeting.

For any further queries in relation to the Virtual AGM, please contact Ms. Heshani Fernando at the Company Secretarial Division of Aitken Spence Corporate Finance (Private) Limited.

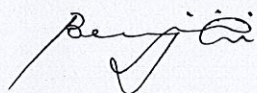
Telephone: +94 11 2308308 (ext. 5757)

E-mail : heshani@aitkenspence.lk

The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

Yours faithfully

AITKEN SPENCE CORPORATE FINANCE (PRIVATE) LIMITED
Secretaries to **ELPITIYA PLANTATIONS PLC**



Benjamin Poopalapillai
Assistant Vice President - Company Secretarial Division
21 August 2020
Colombo



<http://www.elpitiya.com/investor-information/>

ANNEXURE I

To: Aitken Spence Corporate Finance (Private) Limited
Secretaries to Elpitiya Plantations PLC
No. 315, Vauxhall Street, Colombo 02.

☐ I would like to receive the printed version of the Annual Report of Elpitiya Plantations PLC

Full Name of the Shareholder (as on the CDS account/ Share Certificate)	
Shareholder's NIC/ Passport/ Company Registration No.	
Folio Number	
Address	
Contact Number	

.....
Signature

.....
Date

Notes:

1. Please complete the Form of Request by filling in legibly the required information in BLOCK LETTERS, signing in the space provided and filling in the date of signature.
2. Please post the completed Form of Request to the Company Secretaries at the address given above or e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099.

ANNEXURE II

Elpitiya Plantations PLC
28TH ANNUAL GENERAL MEETING
REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION

To: Company Secretaries
Aitken Spence Corporate Finance (Private) Limited
No. 315, Vauxhall Street,
Colombo 02

1. Full Name of the Shareholder/s:

1)

(Primary)

2)

*(Joint)

3)

*(Joint)

2. Shareholder/s Address:

3. Shareholder's NIC No. / Passport No. / Co. Reg. No.

1)

(Primary)

2)

*(Joint)

3)

*(Joint)

4. Shareholder's Contact No.:

Fixed line:..... Mobile:.....

5. Shareholder's e-mail:

6. Name of the Proxy holder:.....

7. Proxy holder's NIC No. / Passport No.

8. Proxy holder's Contact No.:

Fixed line Mobile:

9. Proxy holder's e-mail:

I/We hereby certify that the details given above are true and accurate and are furnished for the purpose of enabling my/our online participation at the Annual General Meeting. I/We acknowledge that the Company shall have the right to disable my/our participation in the event the above information furnished are found to be incorrect or inconsistent with shareholding records.

Shareholder's Signature/(s)

.....
Shareholder's Signature / Date

.....
*1st Joint holder's Signature /Date

.....
*2nd Joint holder's Signature /Date

* Delete if inapplicable

Note:

1. Shareholders are requested to provide their e-mail addresses in the space provided in order to forward the log in information to facilitate their online participation.
2. Duly filled Registration of Shareholder Details Form should be sent to reach the Company Secretaries via e-mail to heshani@aitkenspence.lk or facsimile on +94 11 2308099 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 2, not less than five (05) days before to the date of the meeting.