

CEYLON TEA BROKERS PLC

[Company Reg. No. PB 1280 / PQ]

Level 7, 'Millennium House', 46/58, Nawam Mawatha, Colombo 02
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web: www.ceylontebrokers.com

CIRCULAR TO SHAREHOLDERS **14TH ANNUAL GENERAL MEETING OF THE COMPANY**

Dear Shareholders,

The Board of Directors of Ceylon Tea Brokers PLC has decided to hold its 14th Annual General Meeting (AGM) as a Virtual Meeting on 25th August 2023, at 11.30 a.m. following the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of Virtual AGMs.

METHOD OF HOLDING THE AGM/ELECTRONIC PLATFORM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the venue and all others including shareholders will participate via an online meeting platform (Zoom).

REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate via the online meeting platform should notify the Company of such intention by completing the attached Registration Form. The Registration Form will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange.

The duly completed Registration Form should be deposited with the Secretaries, P W Corporate Secretarial (Pvt) Ltd at No. 3/17, Kynsey Road, Colombo 08 [Tel: 011 4640360] or forwarded to ctb.pwcs@gmail.com in order to enable the Company to receive the same by 11.30 a.m. on 23rd August 2023.

Please refer to the attached Guidelines and Registration Process for the Annual General Meeting for further details in this regard.

APPOINTMENT OF PROXY HOLDERS

The Shareholders are encouraged to vote by Proxy by way of appointing a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions that are to be taken up at the meeting, which are given in the Form of Proxy. The Shareholders who wish to appoint a Proxy should duly complete the Form of Proxy and include the details of such Proxy holder in the Registration of Shareholder Details Form as per the instructions given therein.

The duly completed Form of Proxy should be forwarded to the Company through the Secretaries, P W Corporate Secretarial (Pvt) Ltd at No. 3/17, Kynsey Road, Colombo 08 [Tel: 011 4640360] or forwarded by email to ctb.pwcs@gmail.com in order to enable the Company to receive the same by 11.30 a.m. on 23rd August 2023.

LOGIN INFORMATION FOR PARTICIPATION VIA THE ONLINE MEETING PLATFORM

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in case of Institutional Shareholders and the Company will not be responsible or liable for any misuse. Where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid Proxy has been submitted by the Shareholder.

QUERIES OF SHAREHOLDERS

Shareholders who are unable to participate at the virtual meeting via the designated online meeting platform are invited to forward their suggestions, questions & concerns (if any) relating to items on the agenda, to the following email address ctb.pwcs@gmail.com or by post to reach the Company by 11.30 a.m. on 23rd August 2023. The Board will ensure that they are discussed and addressed at the AGM, if relevant.

If any Shareholders who are registered for participation via online platform encounters any difficulty in connecting to the meeting, they could contact Mr. Indika Abeyratne on +94772922593 or email to indika@ceylonteabrokers.com for any assistance required.

VOTING

Voting on the items on the Agenda will be conducted through the **Polling App**.

Voting on the items in the Agenda will be registered by using an online meeting platform or a designated ancillary online application, which will be explained prior to the commencement of the meeting.

Please refer to the attached Guidelines and Registration Process for the Annual General Meeting for further details in this regard.

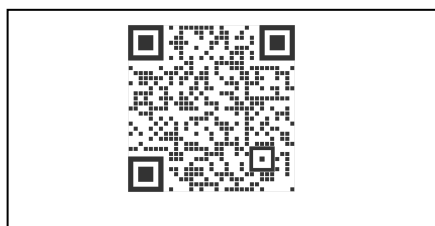
All individuals participating at the meeting remotely through an online meeting platform are required to identify themselves at the time of voting. Further, individuals must also identify themselves when speaking at the AGM during the time allotted for comments by shareholders as directed by the Chairman. At that point, the individual will be required to give his/her name and address for purposes of identification as a shareholder or as a proxy.

ANNUAL REPORT 2022/23

The Annual Report of the Company is available for download on the corporate website of the Company and the Colombo Stock Exchange website, to which the links are provided below:

- (i) Corporate Website of CEYLON TEA BROKERS PLC : <https://ceylonteabrokers.com/financial-reports/>
- (ii) Colombo Stock Exchange Website : <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CTBL.N0000>

Shareholders may also access the Annual Report and Financial Statements on their mobile phones by scanning the following QR code.



The shareholders may contact Mr. Nishantha Adhikari on any working day on +94 11 4607777 or email to nishantha@ceylonteabrokers.com with regard to any queries relating to viewing of the Annual Report.

All documents relating to the AGM should be deposited with the Secretaries, P W Corporate Secretarial (Pvt) Ltd at No. 3/17, Kynsey Road, Colombo 08 [Tel: 011 4640360] by post or forwarded to ctb.pwcs@gmail.com in order to enable the Company to receive the same by 11.30 a.m. on 23rd August 2023.

The Notice of meeting, Form of Proxy and other related documents will be made available on the Company Website
<https://ceylonteabrokers.com/our-latest-news/>

and the CSE website

<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CTBL.N0000>

DOCUMENTS ATTACHED

The following documents are attached to this Circular to Shareholders:

1. Notice of Annual General Meeting.
2. Form of Proxy
3. Form of Request
4. Registration Form
5. Guidelines and Registration Process for the Annual General Meeting

CEYLON TEA BROKERS PLC



P W CORPORATE SECRETARIAL (PVT) LTD
Secretaries

04th August 2023