

Circular to Shareholders

HORANA PLANTATIONS PLC
Company No. PQ 126
No. 400, Deans Road, Colombo 10, Sri Lanka

CIRCULAR TO SHAREHOLDERS 29TH ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder/s,

The Board of Directors of HORANA PLANTATIONS PLC has decided to hold the Twenty Ninth Annual General Meeting (AGM) as a virtual meeting via an online meeting platform in line with the guidelines issued by the Colombo Stock Exchange (CSE) and in the interest of protecting public health.

The Board of Directors, Key Management Personnel, and other officials who are necessary for the holding of the meeting will assemble together at No. 400, Deans Road, Colombo 10, and shareholders and proxy holders are requested to join the meeting only via the online meeting platform.

PARTICIPATION VIA THE ONLINE MEETING PLATFORM

Shareholders and Proxy holders who wish to participate via the online meeting platform must complete the attached REGISTRATION FORM (Annexure 2) and e-mail it to hopl.pwcs@hplnet.com or handover to P W Corporate Secretarial (Pvt) Ltd at No.3/17, Kynsey Road, Colombo 08, Sri Lanka on or before 25th June 2022 in order to e-mail the login information. The login information is authorized only for the use by individual Shareholders, Proxy holders and authorized representatives of Institutional Shareholders. In the case of proxies, the login information will only be shared with the proxy holder only if the proxy form has been validly completed and deposited.

Shareholders may send their queries, if any, to hopl.pwcs@hplnet.com twenty four hours (24) prior to the commencement of the meeting.

VOTING

Voting in respect of the resolutions sought to be passed will be registered by using an online platform or a designated ancillary online application. This method of voting will count one vote per shareholder similar to a show of hands.

APPOINTMENT OF PROXY HOLDERS

Shareholders are encouraged to appoint a director as their proxy to represent them at the meeting and may include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy. The Form of Proxy is attached hereto and will also be made available on the below mentioned websites.

Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be deposited with the Secretaries, P W Corporate Secretarial (Pvt) Ltd, No. 3/17, Kynsey Road, Colombo 08, Sri Lanka or forwarded by email to hopl.pwcs@hplnet.com in order to enable the Company to receive the same on or before 28th June 2022.

COPIES OF THE ANNUAL REPORT 2021/2022

The Annual Report and the Financial Statements of the Company are available on the following websites and the relevant links are given below enabling all the Shareholders to access such Annual Report and Financial Statements.

1. Corporate Website - http://www.horanaplantations.com/annual-reports/Horana_Plantation_AR_21_22.pdf
2. Colombo Stock Exchange - <https://www.cse.lk/home/company-info/HOPL.N0000/financial>

Should Members wish to obtain a printed copy of the Annual Report, they may send a written request to the Company Secretaries by filling the request form attached herein. A copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

Below mentioned documents are enclosed herewith

1. Notice of Meeting
2. Form of Proxy (Annexure 1)
3. Registration Form for the AGM (Annexure 2)
4. Registration Process and Guideline to participate at the AGM via Online Meeting Platform (Annexure 3)
5. Request Form for the printed copy of the Annual Report (Annexure 4)

For any queries please contact Ms. Irandani Amarawickrama of Horana Plantations PLC on +94 (0)112627318 during office hours.

By order of the Board
HORANA PLANTATIONS PLC

P W CORPORATE SECRETARIAL (PVT) LTD
Company Secretaries

25th May 2022

Form of Proxy

I/We the undersigned

NIC No of

being a member/s* of Horana Plantations PLC hereby appoint:

Mr. Abeyakumar Mohan Pandithage	of Colombo or failing him *
Mr. Dhammika Perera	of Colombo or failing him *
Mr. Weerakoon Godfrey Roshan Rajadurai	of Colombo or failing him *
Mr. Johann Arjuna Rodrigo	of Colombo or failing him *
Mr. Anthony Nishantha Wickremasinghe	of Colombo or failing him *
Mr. Sarath Clement Ganegoda	of Colombo or failing him *
Mr. Kalupathiranalage Don Gamini Gunaratne	of Colombo or failing him *
Mr. Lalit Nihal de Silva Wijeyeratne	of Colombo or failing him *
Mr. Sameera Madushanka Liyanage	of Colombo or failing him *
Mr. Joseph Micheal Jayantha Perera	of Colombo or failing him *

.....of

my/our * Proxy to vote and speak as indicated hereunder for me/us* and on my/our* behalf at the Twenty Ninth Annual General Meeting of the Company to be held on 30th June 2022 and at every poll which may be taken in consequence of the aforesaid Meeting and at any adjournment thereof:

	For	Against
Resolution 1		
To re-elect as a Director Mr. S C Ganegoda who retires in terms of Article No. 92 of the Articles of Association of the Company.		
Resolution 2		
To re-elect as a Director Mr. S M Liyanage who retires in terms of Article No. 92 of the Articles of Association of the		
Resolution 3		
To elect as a Director Mr. J M J Perera who retires in terms of Article No. 98 of the Articles of Association of the Company.		
Resolution 4		
To pass the ordinary resolution as set out in the Notice to re-appoint Mr. N A Wickremasinghe who is over 70 years of age, as a Director of the Company.		
Resolution 5		
To pass the ordinary resolution as set out in the Notice to re-appoint Mr. L N de S Wijeyeratne who is over 70 years of age, as a Director of the Company.		
Resolution 6		
To pass the ordinary resolution as set out in the Notice to re-appoint Mr. A M Pandithage who is over 70 years of age, as a Director of the Company.		
Resolution 7		
To authorise the Directors to determine donations for the ensuing year.		
Resolution 8		
To re-appoint Messrs. KPMG Chartered Accountants as Auditors of the Company and authorise the Directors to determine their remuneration.		

In witness my/our* hands this day of Two Thousand and Twenty Two

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Signature of Shareholder/s

* Please delete the inappropriate words.

Instructions as to completion appear on the reverse.

INSTRUCTIONS AS TO COMPLETION

1. This Form of Proxy must be deposited at No. 400, Deans Road, Colombo 10 not less than forty five (45) hours before the time fixed for the Meeting.
2. In perfecting the Form of Proxy please ensure that all details are legible.
3. If you wish to appoint a person other than a Director of the Company as your proxy, please insert the relevant details in the space provided.
4. Please indicate with an 'X' in the space provided, how your proxy is to vote on the resolution. If no indication is given, the proxy in his discretion will vote as he thinks fit.
5. In the case of a Company/Corporation, the proxy must be under its Common Seal, which should be affixed and attested in the manner prescribed by its Articles of Association.
6. In the case of a Proxy signed by an Attorney, the Power of Attorney must be deposited at The Secretaries' Office (i.e. P W Corporate Secretarial (Pvt) Ltd, 3/17, Kynsey Road, Colombo 8) for registration.
7. In the case of joint holders the Form of Proxy must be signed by the first holder.

Registration Form

29TH ANNUAL GENERAL MEETING (AGM) OF HORANA PLANTATIONS PLC TO BE HELD ONLINE ON
30TH JUNE 2022 AT 11.30 A.M.

DETAILS OF SHAREHOLDER

Full Name of the Principal Shareholder: (Mandatory) :

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NIC No./Passport No./Company Registration No.:(Mandatory) :

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CDS Account No.:

Residential Address:

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Contact No/s: (Mandatory)

Email: (Mandatory)

Full Name of 01st Joint Holder:

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NIC No/ Passport No.:

Full Name of 02nd Joint holder:

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NIC No/ Passport No.:

In the event Proxy holder is appointed by the Shareholder following details of his/her's will also be required.

DETAILS OF PROXY HOLDER: (only if a proxy is appointed)

Full name of Proxy holder: (Mandatory)

NIC No./Passport No. of Proxy holder: (Mandatory)

Telephone No/s.: (Mandatory):

Email: (Mandatory)

PARTICIPATION AT THE AGM

I/My Proxy holder am/is willing to participate at the AGM

Signature/s

Principal Shareholder

01st Joint holder

02nd Joint holder

Date:.....

Note: In the case of a Company/Corporation, the Shareholder Registration Form must be signed in the manner prescribed by its Articles of Association or by a duly authorized Director. Where the Registration Form is by an Attorney, a copy of the Power of Attorney must be deposited at No. 400, Deans Road, Colombo 10, Sri Lanka or emailed to hopl.pwcs@hplnet.com.

Registration Process

GUIDELINES TO REGISTER AND PARTICIPATE AT THE ANNUAL GENERAL MEETING OF HORANA PLANTATIONS PLC VIA ONLINE MEETING PLATFORM

1. Shareholders who wish to participate in the Annual General Meeting of the Company which will be held online on Thursday, 30th June 2022 at 11.30 a.m. should follow the below registration procedure.
2. The duly completed REGISTRATION FORM must be delivered to the Secretaries, P W Corporate Secretarial (Pvt) Ltd, No. 3/17, Kynsey Road, Colombo 08, Sri Lanka, Sri Lanka or e-mailed to [hopl.pwcs@hplnet.com](mailto:pwcs@hplnet.com) on or before 25th June 2022.
3. The Company will verify the identification details given by the shareholder with the Register of Shareholders of the Company, and will accept the Registration Forms only upon being satisfied with the accuracy of the details given therein.
4. Upon acceptance of the Registration Form, the shareholder will be registered and will receive an e-mail confirmation. Registered Shareholders will receive the meeting link and user credentials at least 24 hours before the commencement of the AGM together with a step by step user guide.
6. Where a shareholder appoints a proxy, the duly completed Proxy Form must be attached to the Registration Form and the details given in both forms should tally. If there is any discrepancy the link will not be sent to a proxy holder.
6. Shareholders should download the Microsoft Teams App (the Online Meeting App) to his/her phone or tablet. If the participation is via desktop/laptop computer, the meeting link could also be opened through a web browser.
7. Shareholders encountering any difficulty in connecting to the meeting, could contact the IT Support hotline number 0774195935 or 0772081950 for any assistance required.
8. The Online Meeting Platform will be active Fifteen (15) minutes before the start of the AGM. Please join the meeting at least ten (10) minutes before the start of the AGM.
9. Step by step Process to enter the virtual meeting:
 - Click on the meeting link sent by the Company
 - Enter the Username and Password (credentials sent by the Company via e-mail)
 - Shareholder will be directed to the live streaming of the AGM.
10. Once the virtual AGM has commenced, Shareholders may use the "Q&A Form" in the chat box to direct any questions/concerns to the Board of Directors as and when called upon to do so.

11. For each item in the Agenda a separate link to the MS Forms will be sent for voting purposes. When each resolution is taken up for voting by the Chairman. Shareholders must open the link to the MS Forms to mark their preference. Thereafter use the relevant option and click the "submit" icon enabling the Company to receive the responses.
12. When declaring the position of a resolution, the Chairman shall take into account that the voting of shareholders are similar to a show of hands, one vote per shareholder.
13. In a situation where Shareholders' voting is required for a poll, the same mechanism will be applicable. This will be moderated by the Chair of the meeting.
14. It is advised to check the online AGM access at least a day prior and also ensure that your devices have an audible sound system so that you could be a part of the AGM comfortably. Kindly note that after the AGM has commenced the online support will not be available.

Form of Request

HORANA PLANTATIONS PLC

Company No. PQ 126

FORM OF REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT 2021/2022

Date.....

P W Corporate Secretarial (Pvt) Ltd
Secretaries for Horana Plantation PLC
No. 3/17, Kynsey Road,
Colombo 08.
e-mail : hopl.pwcs@hplnet.com

ANNUAL REPORT OF HORANA PLANTATIONS PLC – 2021/2022

I hereby request you to send me a printed copy of the annual Report of Horana Plantations PLC.

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Signature

- Corporate shareholder - Form should be signed by duly authorised person under the common seal.
- Joint shareholder - Form may be signed by the principal shareholder.

Name of Shareholder (as registered
in the Company or in the CDS)

NIC No. /Reg. No. Company no.

Address

Contact No.
