

HDFC BANK

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Dear Valued Shareholder,

ANNUAL GENERAL MEETING OF THE HDFC BANK, CIRCULATION OF ANNUAL REPORT TO SHAREHOLDERS AND INSTRUCTIONS ON HEALTH SAFETY MEASURES AT THE AGM

ANNUAL GENERAL MEETING

The 35th Annual General Meeting of the Housing Development Finance Corporation Bank of Sri Lanka is will be held on Monday the Tenth (10th) August 2020 at 10.00 a.m. at Sri Lanka Foundation, "Auditorium", No.100, Sri Lanka Padanama Mw, Independence Square, as given in the Notice of the Annual General Meeting.

We request the shareholders (other than proxy holders) to confirm your participation, not less than 48 hours before the time appointed for holding the meeting (you may contact Kokila /Ajantha – contact numbers given below) , in order to make necessary seating arrangements for participants, according to COVID 19 Health Guidelines. (Please refer the enclosed. Health and Safety Instructions for further details on health and safety)

ANNUAL REPORT

In terms of Rule 7.5 of the revised Listing Rules of the Colombo Stock Exchange, a listed company may issue its Annual Report to its shareholders in CD –ROM format provided the company complies with the requirements set out therein. (Extract of Rule 7.5 is printed on the reverse of this page).

Therefore the Annual Report is forwarded to you this year in the CD-ROM format.

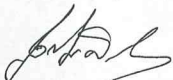
However, if you wish to receive a printed copy of the Annual Report for this year, you may do so by completing and forwarding the attached form of request to the undersigned in accordance with the instructions stated therein. The printed copy of the Annual Report will be made available to you within eight market days from the date of receipt of your form of Request duly completed.

NOTICE OF THE MEETING, PROXY AND HEALTH AND SAFETY INSTRUCTIONS

We are also pleased to enclose herewith the printed version of the Notice of the Annual General Meeting, form of Proxy and Health and Safety Instructions for your convenience.

In the event you have any query or queries regarding the CD-ROM or the documents enclosed herewith, you may contact **Mr. Kokila / Mrs. Ajantha on 011-2356800**- Extension Nos. 1524 and 1573 Respectively between 09.00-16.00 hrs on working days.

Yours Faithfully,



K.T.D.D. De Silva

Company Secretary

01st July 2020

Colombo

EXTRACT OF RULE 7.5 OF THE REVISED LISTING RULES OF THE COLOMBO STOCK EXCHANGE IN RELATION TO THE CIRCULATION OF ANNUAL REPORTS

"7.5" CIRCULATION OF ANNUAL REPORT,

- a. A Listed Entity shall ensure that the annual report is issued to the Entity's shareholders and given to the Exchange within a period not exceeding five (05) months from the close of the financial year of the Listed Entity. The Audited Financial Statements shall be published in accordance with the Sri Lanka Accounting Standards.
- b. Without prejudice to the other provisions relating to issuance of annual reports, a Listed Entity may issue its annual report in a CD-ROM to its shareholders provided that the Entity complies with the following:
 - (i) the Listed Entity shall provide a printed copy of the Annual Report to a shareholder upon such shareholder's request in writing;
 - (ii) the Listed Entity shall designate a person to attend to the shareholder's requests as stated in subparagraph (a) above;
 - (iii) the Listed Entity shall ensure that a printed copy of the annual report is forwarded to the shareholder requesting the annual report, within eight (8) Market Days from the date of receipt of the request;
 - (iv) the Listed Entity shall designate a person/s to answer queries from shareholders relating to the use of the CD-ROM;
 - (v) together with the CD-ROM the Listed Entity shall issue a note to the shareholders containing the following statement/ information:
 - 1). That the Listed Entity shall forward a printed copy of the Annual Report to the shareholder requesting such printed copy within eight (8) Market Days from the date of receipt of the written request; and
 - 2). The Listed Entity's web site and email address, name/s of designated person/s attending to the shareholders' requests and queries and contact number/s; and
 - 3). a request form to enable the shareholder to request for a printed copy of the Annual Report, with the particulars of the Listed Entity's facsimile number and mailing address."