

**CITRUS LEISURE PLC**

[Company Reg. No.PQ 211]

No.7/5, Gregory's Road

Colombo 07

Tel: 011-5755055, Facsimile: 011-5470000, Web - [www.citrusleisure.com](http://www.citrusleisure.com)

**CIRCULAR TO SHAREHOLDERS**

Dear Shareholder

**Annual Report for the Financial Year 2019/20 of Citrus Leisure PLC**

We are pleased to forward herewith the Notice of Meeting and the Form of Proxy for the Thirty Eighth (38<sup>th</sup>) Annual General Meeting of the Company together with Additional Notes to ensure the safety and well being of all Meeting attendees.

Kindly be informed that in view of the situation prevailing in the country due to the Covid-19 pandemic, the distribution of the Annual Report 2019/20 in CD format is not feasible, and therefore the Annual Report for 2019/20 of the Company is published and available for download on corporate weblink of the Company and the Colombo Stock Exchange website, and the relevant links are given below:

- (i) Corporate Weblink Citrus Leisure PLC - <http://www.citrusleisure.com/annualreport/>
- (ii) Colombo Stock Exchange Website - <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=REEF.N0000>

You may also scan the QR Code given below to directly access the Annual Report 2020.



Any shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy within eight (8) market days from the date of receipt of the said request [A Form of Request that could be used for the said purpose is enclosed].

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact Mr. Janitha Nisansala, Accountant of the Company on telephone 0115755055, email: [direct@citrusleisure.com](mailto:direct@citrusleisure.com) anytime between 10.00 a.m. and 4.00 p.m. on any working day.

Shareholders are advised that the Notice of Annual General Meeting and the Form of Proxy are also enclosed and if any Shareholder is unable to attend the Annual General Meeting please return the Form of Proxy to the Registered Office of the Company, No. 7/5, Gregory's Road, Colombo 7 by 10.30 a.m. on 4<sup>th</sup> January 2021.

By order of the Board

**Citrus Leisure PLC**

**P W Corporate Secretarial (Pvt) Ltd**  
**Secretaries**

8 December 2020

Encl. a/s

## CITRUS LEISURE PLC

### NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Thirty Eighth Annual General Meeting of Citrus Leisure PLC will be held at Sri Lanka Foundation Institute, Lecture Hall No 03, No 100 Sri Lanka Padanama Mawatha, Independent Square, Colombo 07 on 06<sup>th</sup> January 2021 at 10.30 a.m. for the following purposes.

1. To receive and consider the Annual Report of the Board of Directors on the affairs of the Company and the Financial Statements for the year ended 31<sup>st</sup> March 2020 and the Report of the Auditors thereon.
2. To pass the ordinary resolution set out below to re-appoint Mr. E P A Cooray who is 73 years of age, as a Director of the Company;

“IT IS HEREBY RESOLVED THAT the age limit stipulated in Section 210 of the Companies Act, No.07 of 2007 shall not apply to Mr. E P A Cooray who is 73 years of age and that he be and is hereby re-appointed a Director of the Company.”

3. To re-elect as a Director Mr. R Seneviratne who retires by rotation in terms of Article 84 of the Articles of Association of the Company.
4. To re-elect as a Director Mrs. V S F Amunugama who retires by rotation in terms of Article 84 of the Articles of Association of the Company.
5. To re-appoint M/s Ernst & Young, as Auditors of the Company and to authorize the Directors to determine their remuneration.
6. To authorize the Directors to determine donations for the year ending 31<sup>st</sup> March 2021 and up to the date of the next Annual General Meeting.

By order of the Board  
**Citrus Leisure PLC**



**P W Corporate Secretarial (Pvt) Ltd**  
**Secretaries**

8 December 2020

#### Notes

1. *A Shareholder entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on behalf of him/her.*
2. *A proxy need not be a Shareholder of the Company.*
3. *The Form of Proxy is enclosed for this purpose.*
4. *The completed Form of Proxy must be deposited at the Registered Office of the Company, No. 7/5, Gregory's Road, Colombo 7 by 10.30 a.m. on 4<sup>th</sup> January 2021.*

## FORM OF PROXY

\*I/We.....  
 (NIC No .....  
 of .....being a shareholder /  
 shareholders of Citrus Leisure PLC hereby appoint .....  
 (NIC No. ....) of .....(or failing him/her).

|                         |                |
|-------------------------|----------------|
| Mr. E P A Cooray        | or failing him |
| Mr. D S Jayaweera       | or failing him |
| Mr. R Seneviratne       | or failing him |
| Ms. V S F Amunugama     | or failing her |
| Mr. J M B Pilimalawwe   | or failing him |
| Mr. S D De Mel          | or failing him |
| Mr. P C B Talwatte      | or failing him |
| Mr. P V S Premawardhana | or failing him |
| Mr. S A Ameresekere     |                |

as my/our\* proxy to represent and speak and vote as indicated hereunder for me/us\* and on my/our\* behalf at the Thirty Eighth Annual General Meeting of the Company to be held on 06<sup>th</sup> January 2021 at 10.30 a.m. and at every poll which may be taken in consequence of the aforesaid Meeting and at any adjournment thereof.

|      |                                                                                                                                                          | FOR                      | AGAINST                  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| i)   | To pass the ordinary resolution set out under item 2 of the Notice of Meeting for the re-appointment of Mr. E P A Cooray as a Director.                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii)  | To re-elect Mr. R Seneviratne as a Director in terms of Article 84 of the Articles of Association the Company.                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) | To re-elect Mrs. V S F Amunugama as a Director in terms of Article 84 of the Articles of Association the Company.                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| iv)  | To re-appoint Messrs Ernst & Young, Chartered Accountants, as Auditors of the Company and to authorize the Directors to determine their remuneration.    | <input type="checkbox"/> | <input type="checkbox"/> |
| v)   | To authorize the Directors to determine donations for the year ending 31 <sup>st</sup> March 2021 and up to the date of the next Annual General Meeting. | <input type="checkbox"/> | <input type="checkbox"/> |

Signed this ..... day of ..... Two Thousand and .....

\*Please delete as appropriate

.....  
 Signature of Shareholder

Notes: 1. A proxy need not be a shareholder of the Company  
 2. Instructions as to completion appear overleaf.

## INSTRUCTIONS AS TO COMPLETION

1. Kindly perfect the Form of Proxy by filling in legibly your full name address and signing in the space provided and filling in the date of signature.
2. A shareholder entitled to attend and vote at the meeting is entitled to appoint a Proxy who need not be a shareholder, to attend and vote instead of him. Please indicate with an "X" in the boxes provided how your Proxy is to vote on each resolution. If no indication is given, the Proxy in his discretion will vote as he thinks fit.
3. If you wish to appoint a person other than the Chairman or a Director of the Company as your Proxy, please insert the relevant details in the space provided (above the names of the Board of Directors) on the Proxy Form.
4. If the Form of Proxy is signed by an Attorney, the relative Power of Attorney should accompany the Form of Proxy for registration if such Power of Attorney has not already been registered with the Company.
5. If the appointer is a Company / Incorporated body this Form must be executed in accordance with the Articles of Association / Statute.
6. The completed Form of Proxy should be deposited at the Registered Office of the Company, No. 7/5, Gregory's Road, Colombo 7 by 10.30 a.m. on 4<sup>th</sup> January 2021.

**FORM OF REQUEST**  
FOR A PRINTED COPY OF THE ANNUAL REPORT OF CITRUS LEISURE PLC  
FOR THE FINANCIAL YEAR 2019/20

TO: Citrus Leisure PLC  
C/o P W Corporate Secretarial (Pvt) Ltd\*  
3/17, Kynsey Road  
Colombo 8

I/We hereby request for a printed copy of the Annual Report of Citrus Leisure PLC for the financial year 2019/20.

**DETAILS OF THE SHAREHOLDER(S)**

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| <b>Full name :</b>                                                            |  |
| <b>National Identity Card /<br/>Passport / Company<br/>Registration No. :</b> |  |
| <b>Contact Telephone<br/>Number :</b>                                         |  |
| <b>Address :</b>                                                              |  |

.....  
Signature of Shareholder(s)

.....  
Date

\* Contact details of **P W Corporate Secretarial (Pvt) Ltd**

|           |                                                                                                               |
|-----------|---------------------------------------------------------------------------------------------------------------|
| Telephone | 011 4640360-3                                                                                                 |
| Facsimile | 011 2696717, 011 4740588                                                                                      |
| Email     | <a href="mailto:registrars@pwcs.lk">registrars@pwcs.lk</a> and <a href="mailto:pwcs@pwcs.lk">pwcs@pwcs.lk</a> |

## CITRUS LEISURE PLC

### **Additional notes to ensure the safety and well-being of all Meeting attendees**

#### **1. Health and Safety**

The Thirty Eighth (38<sup>th</sup>) Annual General Meeting of the Company will be held in compliance with the Health and Safety guidelines issued by the Ministry of Health and Indigenous Medical Services (Ministry of Health) and standards imposed at the venue to ensure the safety and well-being of all Meeting attendees. Please note that in compliance with such guidelines and standards:

- a. All attendees will have to undergo a temperature check and sign a declaration form including contact details, historical and current health status, recent overseas travel history and exposure.
- b. Persons who record temperatures in excess of norms prescribed by the Ministry of Health will not be permitted into the Meeting.
- c. Persons with respiratory infections of any type including a cough, cold, sore throat or exhibiting any other similar symptoms will not be permitted to enter into the Meeting.
- d. Physical contact such as shaking hands will not be permitted and attendees will not be permitted to linger or remain after the conclusion of the Meeting.
- e. Any person not adhering to health and safety guidelines and standards, including wearing a mask and maintaining the minimum social distance required, will be requested to leave the Meeting.
- f. Food and beverage offerings are not guaranteed and may be limited in keeping with health and safety standards and regulations.
- g. Seating in Hall No. 03 at Sri Lanka Foundation Institute will be on a first come first served basis, as social distancing measures will be implemented. Once the main hall capacity is reached as per the relevant Government guidelines, alternate seating arrangements will be made for Shareholders.

#### **2. Attending the Meeting**

Should a Shareholder wish to attend the Meeting in person or through a Proxy (who is not a Director of the Company), such Shareholder or their Proxy is requested to:

- a. Arrive early in order to register, carry out mandatory health checks, and fill in the required forms and avoid crowding;
- b. Wear a suitable face mask when attending the Meeting; and
- c. Co-operate with the health and safety measures implemented by the Company, details of which are outlined in section (1) Health and Safety Measures, at the Meeting as they are done in the best interests of all Meeting attendees.

#### **3. Voting by Proxy**

Given that the health and well-being of our Shareholders is important to us, Shareholders are encouraged to vote by Proxy through the appointment of a member of the Board of Directors to represent them and vote on their behalf. Shareholders are advised to complete the Form of Proxy and their voting preferences on the specified resolutions to be taken up at the Meeting and submit the same to the Company in accordance with the instructions given on the reverse of the Form of Proxy.

Shareholders and/or their Proxies are requested not to attend the Meeting if they are feeling unwell, exhibiting any signs or symptoms of COVID-19 or have been placed on quarantine or stay-at-home notices.

In the event the Company is required to take any further action in relation to the Meeting, in the best interests of the Meeting attendees due to the COVID-19 pandemic; and/or any communications, guidelines, directives or orders issued by the Government of Sri Lanka, Notice of such action shall be given by way of an announcement to the Colombo Stock Exchange and publication on the Company weblink [www.citrusleisure.com](http://www.citrusleisure.com).