

Circular to **THE SHAREHOLDERS**

DISTILLERIES COMPANY OF SRI LANKA PLC (PQ 112) **110, NORRIS CANAL ROAD, COLOMBO 10, SRI LANKA**

Dear Shareholder/s,

VIRTUAL ANNUAL GENERAL MEETING OF DISTILLERIES COMPANY OF SRI LANKA PLC FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2020.

Following the issuance of guidance 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 Thirtieth (30th) Annual General Meeting (AGM) of **Distilleries Company of Sri Lanka PLC** will be held virtually in the manner prescribed below:

A. GENERAL DETAILS

1. The Thirtieth (30th) AGM of **Distilleries Company of Sri Lanka PLC** will be conducted from “Mini Auditorium” DCSL, No. 110, Norris Canal Road, Colombo 10, Sri Lanka at 10.00 a.m. on 06th day of November 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/Managing Director, the Board of Directors, certain Key Management Personnel, the Company Secretary, and the External Auditors 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 financial year ended 31st March 2020 will be available for perusal on the Company website on **www.dcsigroup.com** and the Colombo Stock Exchange website on **www.cse.lk**.
5. If you wish to receive a printed copy of the Annual Report for the financial year ended 31st March 2020, please complete and forward us the Form of Request attached hereto (**Annexure 1**) by post to **Central Depository Systems (Private) Limited, Registrar Services and Corporate Actions Unit, No. 341/5, M & M Center, Kotte Road, Rajagiriya, Sri Lanka** or e-mail **thilanka@cse.lk** or facsimile + 94 11 2440396

B. SHAREHOLDERS 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. To facilitate this process, the shareholders are required to furnish the details of the shareholder and proxyholder, if any, by perfecting **Annexure II** to the circular to shareholders and forward same to **vyjayanthi.corp@melsta.com** or by facsimile on **+94 11 2698718**, to reach the Secretary **not less than five (05) days before the date of the meeting** so that the **meeting log in information** could be forwarded to the e-mail addresses so provided. Only shareholders or their duly appointed proxy holders are requested to log in to the virtual meeting platform 30 minutes prior to the time fixed for the meeting. The company shall not be responsible or liable for misuse and /or unauthorized use of login information.
4. To facilitate the appointment of proxies specified in B.1 and B.2 above, the Form of Proxy is attached with the Notice of Meeting. The duly filled Forms of Proxy should be sent to reach the Company Secretary via e-mail to **vyjayanthi.corp@melsta.com** or facsimile on **+94 11 2698718** or by post to the registered address of the Company No. 110, Norris Canal Road, Colombo 10, Sri Lanka, **not less than twenty four (24) 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 Secretary, via e-mail to vyjayanthi.corp@melsta.com or facsimile on **+94 11 2698718** or by post to the registered address of the Company No. 110, Norris Canal Road, Colombo 10, Sri Lanka **not less than five (05) days before the date of the meeting**. This is in order to enable the Company Secretary to compile the queries and forward same for the attention of the Board of Directors so that they could be addressed at the meeting.

For any further queries on this matter, please contact **Ms Kavinga Boralessa** at the Company Secretariat Division of **Distilleries Company of Sri Lanka PLC**.

Telephone : **+94 11 550 7021**

E.mail : **kavinga.dcsi@melsta.com**

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

Yours faithfully,

Distilleries Company of Sri Lanka PLC



Ms. V.J. Senaratne
Company Secretary

09th October 2020

Registration of shareholder details FOR ONLINE PARTICIPATION

Annexure II

Distilleries Company of Sri Lanka PLC 30TH ANNUAL GENERAL MEETING

To : Company Secretary
Distilleries Company of Sri Lanka PLC
No. 110, Norris Canal Road
Colombo 10
Sri Lanka.

1. Full Name of the Shareholder/s

Primary 1. _____

*Joint 2. _____

*Joint 3. _____

2. Shareholder/s Address : _____

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

Primary 1. _____

*Joint 2. _____

*Joint 3. _____

4. Shareholder/s Contact No : Fixed Line: _____ Mobile : _____

e-mail : _____

5. Name of the Proxy holder: _____

6. Proxy holder's NIC No / Passport No : _____

7. Proxy holder's Contact No : Fixed Line: _____ Mobile : _____

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

**Strike out if not applicable*

Instructions as to completion.

1. Share holders are advised to complete the form legibly in order to facilitate their participation through the online platform.
2. The "Web Link" for participation at the AGM through the online platform will be forwarded to the share holders above noted e-mail address.
3. In the case of a company / corporation, the registration must be under its common seal which should be affixed and attested.
4. In the case of the registration form signed by an Attorney the power of attorney must be deposited at the registered office of the company for registration.
5. It is mandatory for the shareholder/s to provide the **e-mail address** in the space provided above in order to forward the login information to facilitate the online participation at the meeting.
6. Duly filled Registration of Shareholder Details Form should be forwarded to **vyjayanthi.corp@melsta.com** or by facsimile on +94 11 2698718 to reach the Secretary **not less than five (05) days before the date of the meeting.**

Form of REQUEST

Annexure I

To Central Depository Systems (Private) Limited
Registrar Services and Corporate Actions Unit
No. 341/5, M & M Center, Kotte Road,
Rajagiriya, Sri Lanka

☐ I would like to receive the printed version of the Annual Report of Distilleries Company of Sri Lanka PLC

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

.....
Signature

.....
Date

Note:

- (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 registrar's at the address given above or email to thilanka@cse.lk or facsimile on +94 11 2440396

මෙම වාර්තාව සම්පූර්ණයෙන්ම පිළියෙල කර ඇත්තේ ඉංග්‍රීසි භාෂාවෙනි. ඔබට සහාපතිතුමාගේ පණිවිඩය, අධ්‍යක්ෂකවරයාගේ වාර්ෂික වාර්තාව සහ විගණක වාර්තාව සිංහල හෝ දෙමළ භාෂාවෙන් සකසන ලද පරිවර්තනයක් අවශ්‍ය නම්, ඒ බව ලේඛනී, ඩිස්ට්‍රික් කොමිසනි ඔෆ් ශ්‍රී ලංකා පිළිබඳ අංක 110, නොර්ස් කැනල් පාර, කොළඹ 10 යන ලිපිනයට 2020, නොවැම්බර් මස 03 වෙනි දිනට ප්‍රථම දන්වන්න.

இவ்வறிக்கை முழுமையாக ஆங்கிலத்தில் உள்ளது. தலைவரின் செய்தி, பணிப்பாளர் சபையின் வருடாந்த அறிக்கை, கணக்காய்வாளரின் அறிக்கை, ஆகியவற்றின் சிங்களம் அல்லது தமிழ் மொழிபெயர்ப்பு வேண்டுமாயின், தயவுசெய்து கடிதம் மூலம் பின்வரும் விலாசத்திற்கு, 2020 நவம்பர் மாதம் 03ம் திகதிக்கு முன் அறிவிக்கவும். செயலாளர், டிஸ்டிலரீஸ் கம்பனி ஓப் ஸ்ரீலங்கா பி.எல்.சி, இலக்கம் 110, நொரிஸ் கெனல் வீதி, கொழும்பு 10.

This report is entirely in English. If you require a translated copy of The Chairman's Message, Annual Report of the Board of Directors and The Auditor's Report in Sinhala or Tamil, please make a request by letter addressed to the Secretary, Distilleries Company of Sri Lanka PLC, No. 110, Norris Canal Road, Colombo 10 before 03rd day of November 2020.