

FORM OF REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT 2020/21

To: Accounting Systems Secretarial Services (Pvt) Ltd.
Registrars to Lanka IOC PLC
Level 3, No 11
Castle Lane
Colombo 04

With reference to the Circular to Shareholders dated 28/10/2021 I/We hereby request you to provide me/us a printed copy of the Annual Report for the financial year 2020-21 of Lanka IOC PLC.

Please mark [x] as appropriate.

1. I will collect a copy from your office ☐
2. Please hand over a copy to bearer of this form ☐
3. Please mail it to my address given below ☐

Full Name of Shareholder/s	
Address of Shareholder/s	
NIC No./Passport No./ Company Registration No.	
CDS Account No.	
Contact No.	
Email ID:	

.....
Signature

.....
Date

Notes:

1. Kindly perfect the Form of Request by filling in legibly the required information, signing in the space provided and filling in the date of signature.
2. In the case of Joint holders, the letter may be executed by the registered Principal holder.
3. In the event that the shareholder is a Company, the Form may be executed in terms of the Articles of Association of the Company or by a duly authorized representative/s.
4. The completed Form of Request shall be dispatched to reach the Accounting Systems Secretarial Services (Pvt) Ltd. Registrars to Lanka IOC PLC, Level 3 No.11, Castle Lane, Colombo 04 – Fax No: 011 2504008 on or before 16.11.2021.

REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION

LANKA IOC PLC
19TH ANNUAL GENERAL MEETING

To: Lanka IOC PLC
Level 20, West Tower, World Trade Centre, Colombo 01

1. Full Name of the Shareholder/s:

Primary
* Joint
* Joint

2. Shareholder/s Address: _____

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

Primary
* Joint
* Joint

4. Shareholder's Contact No. :

Fixed line:		Mobile:	
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5. Shareholder's e-mail: _____

6. Name of the Proxy holder: _____

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

8. Proxy holder's Contact No.:

Fixed line:		Mobile:	
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9. Proxy holder's 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*

Note:

1. It is **mandatory** for the shareholder/s to provide the **e-mail address** in the space provided above in order to forward the log in information to facilitate the online participation at the meeting.
2. Duly filled Registration of Shareholder Details Form should be forwarded to **agmlankaic@gmail.com** or by facsimile on **+94 11 2391490**, to reach the Company **not less than five (05) days before the date of the meeting**.

CIRCULAR TO SHAREHOLDERS

Dear Shareholders

VIRTUAL ANNUAL GENERAL MEETING OF LANKA IOC PLC FOR THE YEAR ENDED 31st MARCH 2021

In Compliance with the guidelines of the Colombo Stock Exchange (CSE) and in accordance with the Health and Safety guidelines issued by the Government of Sri Lanka, preventing the spreading of COVID 19 pandemic, the Nineteenth (19th) Annual General Meeting (AGM) of Lanka IOC PLC will be held virtually in the manner prescribed as follows:

A. GENERAL DETAILS

1. The Nineteenth (19th) Annual General Meeting (AGM) of Lanka IOC PLC will be conducted from Head Office, located in Level 20, West Tower, World Trade Centre, Colombo 01, at 11.00 a.m. on 29th November 2021.
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual AGM.
3. Managing Director, two Independent Directors, Key Officials, and the Company Secretary 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" as per the health guidelines.
4. The Annual Report of the Company for the year ended 31st March 2021 will be available for perusal at the web-link <https://www.lankaio.com/online-report/> and on the Colombo Stock Exchange website on www.cse.lk and the social media sites of the Company.



Scan the QR Code
with your smart device
to view this report online.

5. If you wish to receive a printed copy of the Annual Report for the year ended 31st March 2021, please complete the Form of Request attached hereto -Annexure and dispatch by post to reach the Registrars to Lanka IOC PLC, Accounting Systems Secretarial Services (Private) Limited, Level 03, No:11, Castle Lane, Colombo 04 or e-mail to agmlankaio.com or facsimile on +94 11 2391490.

B. SHAREHOLDER 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 **only**. To facilitate this process, the shareholders are required to furnish their details by perfecting- Annexure to the circular to shareholders and forward same to agmlankaio.com or by facsimile on +94 11 2391490, to reach the Company **not less than five (05) days before the date of the meeting so that the meeting** login information could be forwarded to the e-mail addresses so provided.
4. To facilitate the appointment of proxies as 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 via e-mail to agmlankaio.com or facsimile on +94 11 2391490 or by post to the registered address of the Company Level 20, West Tower, World Trade Centre, Colombo 01, **not less than forty eight (48) 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, via e-mail to **agmlankaio@gmail.com** or facsimile on **+94 11 2391490** or by post to the registered address of the Company Level 20, West Tower, World Trade Centre, Colombo 01, ***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.

D. DEMATERIALISATION OF SHARE CERTIFICATES – DIRECTIVE UNDER SECTION 13[C] OF THE SECURITIES & EXCHANGE COMMISSION OF SRI LANKA ACT NO:36 OF 1987 [AS AMENDED]

We request all shareholders to lodge their share certificate in the CDS through a Stock Broker immediately without further delay. You may contact a Stock Broker, registered with the Colombo Stock Exchange for further information on opening a CDS account [if you do not have an account already] or contact the undersigned on **011 2475720 / 011 2475702** for necessary assistance.

E. SHAREHOLDERS' BANKING DETAILS AND EMAIL ADDRESSES

In compliance with the Circular No.03/2017 of Colombo Stock Exchange which requests the listed companies to make dividend payments electronically, Lanka IOC PLC will be making dividend payments directly to your respective bank account through electronic fund transfer system. To those shareholders who had not provided bank account details for dividend payment, we kindly request you to do so at your earliest.

We also request you to kindly provide an email address. For any further queries on this matter, please contact

Ms. Amali Liyanapatabendi,
Company Secretary, Lanka IOC PLC.
Telephone: +94 11 2475702
E-mail: companysecretary@lankaio.com

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

Yours faithfully,
LANKA IOC PLC



Amali Liyanapatabendi
Company Secretary

28th October 2021

LANKA IOC PLC

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT the 19th Annual General Meeting of the shareholders of Lanka IOC PLC will be held on Monday 29th November 2021 at 11.00 a.m at Level 20, West Tower, World Trade Center Colombo 01 via audio-visual means for the following purposes;

1. To receive, consider and adopt the Annual Report of the Board of Directors on the affairs of the Company and Statement of Compliance and the Financial Statements of the Company for the financial year ended 31st March 2021 with the Report of the Auditors thereon.
2. To declare a first & final dividend of Rs 0.85 per share for the Financial Year 2020-2021 as recommended by the Board.
3. (i) To re-elect Mr D R Paranjape as a Director of Lanka IOC PLC who retires by rotation as per Article 29(2) Articles of Association of the company and offers himself for re-election.
- (ii) To re-elect Mr Amitha Gooneratne as a Director of Lanka IOC PLC who retires by rotation as per Article 29(2) Articles of Association of the company and offers himself for re-election.
4. To re-appoint Prof.Lakshman R Watawala, who has reached the age of 73 (w.e.f 17th March 2021) and accordingly vacates his position in terms of Section 210 of the Companies Act No. 7 of 2007 (the Act) and to propose the following Ordinary Resolution in compliance with Section 211 of the Act, with regard to his re-appointment.

“RESOLVED THAT the age limit of 70 years referred to in Section 210 of the Companies Act No. 7 of 2007 (the Act), shall not apply to Prof.Lakshman R Watawala, Independent Non-Executive Director who has reached the age of 73 years (w.e.f 17th March 2021) and that Prof.Lakshman R Watawala, be re-appointed as a Director of the Company, in terms of Section 211 of Companies Act No.7 of 2007.

5. To appoint Messrs., Price Waterhouse Coopers Chartered Accountants, as recommended by the Board of Directors as the Auditors of the Company for the ensuing year; and to authorize the Board of Directors to determine their remuneration.

By Order of the Board

Lanka IOC PLC



[Ms] Amali Liyanapatabendi
Company Secretary
Lanka IOC PLC

28th October 2021
Colombo

Note:

1. In the interest of protecting public health and facilitating compliance with the Health and Safety guidelines issued by the Government of Sri Lanka, the Nineteenth (19th) Annual General Meeting of Lanka IOC PLC will be a virtual meeting held by participants joining in person or proxy and through audio or audio visual means in the manner specified below:
- i. The Chairman, the Board of Directors, the Company Secretary, the Registrars, the External Auditors and the Company Lawyers will be present at Lanka IOC PLC Level 20, West Tower, World Trade Center Colombo 01 at 11.00 a.m. on 29th November 2021.
- ii. Shareholder participation
 - a. The shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
 - b. 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.
 - c. 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 their details by perfecting Annexure to the circular to shareholders and forward same to agmlankaio@gmail.com or by facsimile on 011 2391490 to reach the Company not less than five (05) days before to the date of the meeting so that the meeting login information could be forwarded to the e-mail addresses so provided. The circular to the shareholders will be posted to all the shareholders along with the Notice of Meeting and the Form of Proxy.
 - d. To facilitate the appointment of proxies, the Form of Proxy is attached hereto and the duly filled Forms of Proxy should be sent to reach the Company via e-mail to agmlankaio@gmail.com or facsimile on 011 2391490 or by post to the registered address of the Company Level 20, West Tower, World Trade Center Colombo 01 not less than forty eight (48) hours before the time fixed for the meeting.

iii. Shareholders' queries

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company, via e-mail to agmlankaio@gmail.com or facsimile on 011 2391490 or by post to the registered address of the Company, Level 20, West Tower World Trade Center, Colombo 01, not less than five (05) days before to the date of the meeting. This is in order to enable the Company Secretary to compile the queries and forward same to the attention of the Board of Directors so that same could be addressed at the meeting.

2. The Annual Report of the Company for the year ended 2020/2021 will be available for perusal on the Company website, and the Colombo Stock Exchange website.

Company website – <https://www.lankaio.com/online-report/>

The Colombo Stock Exchange – https://cdn.cse.lk/cmt/upload_report_file/729_1630410360062.pdf

The Annual Report and financial Statements of Lanka IOC PLC for 2020/21 can also be accessed by scanning the QR code



LANKA IOC PLC
FORM OF PROXY

I/We.....[Full Name]

.....[NIC No] of

.....being

a member/s of Lanka IOC PLC, hereby appoint Mr/Mrs/Miss.....

[NIC No.....] of.....whom failing:

Mr Ranjan Kumar Mohapatra

whom failing

Mr Manoj Gupta

whom failing

Prof. Lakshman R Watawala

whom failing

Mr Amitha Gooneratne

whom failing

Mr Vigyan Kumar

whom failing

Mr D R Paranjape

as my/our Proxy-holder to represent me/us to speak at the meeting and to vote on a show of hands or on a poll for me/us on my/our behalf, as indicated below at the 19th Annual General Meeting of the Company to be held on 29th November 2021 at 11.00 a.m at Level 20, West Tower, World Trade Center, Colombo 01 and at any adjournment thereof and at every poll which may be taken in consequence thereof.

		For	Against
1.	To receive, consider and adopt the Annual Report for the financial year ended 31st March 2021 with the Report of the Auditors thereon.	☐	☐
2.	To declare a first & final dividend of Rs. 0.85 per share for the Financial Year 2020-21.	☐	☐
3.	a) To re-elect, Mr D R Paranjape who vacates the position of Director	☐	☐
	b) To re-elect Mr Amitha Goonaratne who vacates the position of Director	☐	☐
4.	To re-appoint Prof.Lakshman R Watawala, who vacates the position of Director	☐	☐
5.	To appoint Messrs. Price Waterhouse Coopers, Chartered Accountants, as Auditors of the Company for the ensuing year and authorize the Board of Directors to their remuneration.	☐	☐

In witness I/we set my/our hand/Seal hereto on this day of 2021

.....
NIC Number

.....
Signature/s

Instructions as to Completion

- Please perfect the Form of Proxy by filling in legibly your full name, NIC No and address as well as the full name and NIC number of the proxy holder, by signing in the space provided and filling in the date of signature.
- The completed Form of Proxy should be deposited at Lanka IOC PLC, Level 20, West Tower, World Trade Centre, Colombo 01 or emailed to agmlankaiooc@gmail.com or facsimile to +94 112391490 not less than 48 hours before the time appointed for the holding of the Meeting.
- If the appointer is a Company or Corporation, this Form must be executed under its Common Seal or the hand of a duly Authorized Officer of the Company, in accordance with its Articles of Association.
- 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.
- If this Form of Proxy is returned without any indication of how the person appointed as Proxy shall vote, then the Proxy shall exercise his/her discretion as to how he/she votes or, whether or not he/she abstains from voting.

Please fill in the following details:

NIC No:

Full Name:

Address:

.....

Jointly with:

Tel No:

email ID: