

CIRCULAR TO SHAREHOLDERS

LANKA MILK FOODS (CWE) PLC – (PQ 142)
579/1, WELISARA, RAGAMA, SRI LANKA

Dear Shareholder,

VIRTUAL/ HYBRID ANNUAL GENERAL MEETING OF LANKA MILK FOODS (CWE) PLC FOR THE YEAR 2020/2021

Following the issuance of the guidelines 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 Thirty Ninth (39th) Annual General Meeting (AGM) of Lanka Milk Foods (CWE) PLC will be held virtually in the manner prescribed below.

A. GENERAL DETAILS

1. The Thirty Ninth (39th) AGM of Lanka Milk Foods (CWE) PLC will be conducted from Lanka Milk Foods (CWE) PLC, Welisara, Ragama, at 10.00 a.m. on Thursday, 30th of September 2021.
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual/hybrid AGM.
3. Only the Chairman, members of the Board of Directors, key officials, 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 audiovisual 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 year ended 2020/2021 will be available for perusal on the website on www.lmfgroup.lk and on the Colombo Stock Exchange website on www.cse.lk. The Annual Report could also be accessed via the QR Code which is provided on the reverse hereof.
5. If you wish to receive a printed copy of the Annual Report for the year ended 2020/2021, please complete and forward us the Form of Request attached hereto (Annexure I) by post to the registered address of the Company No. 579/1, Welisara, Ragama or e-mail to legal@lmfgroup.lk or facsimile on +94 11 2956266.

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 II to the circular to shareholders and forward same to reach the Company Secretary via e-mail to agm_2021@lmfgroup.lk or facsimile on +94 11 2956266 or by post to the registered address of the Company No. 579/1, Welisara, Ragama 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 completed Form of Proxy should be sent to reach the Company Secretary via e-mail to legal@lmfgroup.lk or facsimile on +94 11 2956266 or by post to the registered address of the Company No. 579/1, Welisara, Ragama not less than forty eight (48) hours before the time fixed for the meeting.

CIRCULAR TO SHAREHOLDERS

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 legal@lmfgroup.lk or facsimile on +94 11 2956266 or by post to the registered address of the Company No. 579/1, Welisara, Ragama, not less than five (5) days before the date of the meeting. This is to enable the Company Secretary to compile the queries and forward same to the attention of the Board of Directors so that such queries could be addressed at the meeting.

For any queries on this matter, please contact the undersigned.

Telephone : +94 11 2956263 / +94 11 5222600

Fax : +94 11 2956266

E-mail : legal@lmfgroup.lk

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

Yours faithfully



Ms. H. K. Bulathwatte

Company Secretary

Lanka Milk Foods (CWE) PLC

03rd September 2021

Colombo



← Scan here to view the Annual Report online.

<https://www.lmfgroup.lk/reports/>

FORM OF REQUEST

To: Ms. H. K. Bulathwatte
Company Secretary
Lanka Milk Foods (CWE) PLC
579/1, Welisara, Ragama.

☐

I would like to receive the **printed version (English)** of the Annual Report of Lanka Milk Foods (CWE) PLC

☐

Summarized **printed version in Sinhala**

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

.....
Signature

.....
Date

Notes:

1. Please complete the Form of Request by completing in legibly the required information in BLOCK LETTERS, signing in the space provided and completing in the date of signature.
2. Please post the completed Form of Request to the Company Secretary at the address given above or e-mail to legal@lmfgroup.lk or facsimile on +94 11 2956266

LANKA MILK FOODS (CWE) PLC
39TH ANNUAL GENERAL MEETING
REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION

To: Ms. H. K. Bulathwatte
 Company Secretary
 Lanka Milk Foods (CWE) PLC
 579/1, Welisara, Ragama.

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 :
5. Shareholder's e-mail :
6. Name of the Proxyholder :
7. Proxyholder's NIC No. / Passport No :
8. Proxyholder's Contact No.:
 Fixed line: Mobile :
9. Proxyholder'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.

* Strike out if not applicable

..... /

Shareholder's / Date
 Signature Signature

..... /

*1st Joint holder's/Date
 Signature

..... /

*2nd Joint holder's/Date

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 reach the Company Secretary via e-mail to **agm_2021@lmfgroup.lk** or facsimile on +94 11 2956266 or by post to the registered address of the Company No. 579/1, Welisara, Ragama not less than five (05) days before the date of the meeting.