



DILMAH CEYLON TEA COMPANY PLC

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02nd November 2020

Renuka Wijayawardhane,
Chief Operating Officer,
Colombo Stock Exchange,
04-01, West Block,
World Trade Center,
Echelon Square,
Colombo 01.

Dear Sir,

**NOTICE ON THE CIRCULATION OF DOCUMENTS RELATING TO THE
ANNUAL GENERAL MEETING OF DILMAH CEYLON TEA COMPANY PLC – PQ 209**

The notice convening the Annual General Meeting of Dilmah Ceylon Tea Company Plc scheduled for 19th November 2020 at 11.00 am as a virtual meeting to be held at the registered office of the Company No.111 Negombo Road, Peliyagoda was due to be posted by 30th October 2020.

However due to the closure of post offices and the imposition of quarantine curfew in the western province the Company was unable to post the notices to the shareholders within the stipulated period of notice. Should this position improve before the date of the Annual General Meeting the Company shall take steps to post same.

The Annual Report for the Company for the year ended 31st March 2020 and the Connected Circular to the shareholders, Form A for registration of shareholder for online meeting, the notice of meeting, form of proxy and form for request for a printed copy have been made available for perusal/downloading on the Company Official website www.dilmahtea.com and the Colombo stock exchange website on <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CTEA.N0000>

Shareholders who wish to participate in the meeting are hereby advised to download the necessary forms from the sites mentioned above and furnish their details by perfecting the proxy and form A and forward the same by email to chryshanthi.victoria@dilmahtea.com or by facsimile on 94 11 482 2001 for the attention of Ms. Chryshanthi Victoria, not less than 48

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info@dilmahtea.com www.dilmahtea.com
Company Registration No. PQ 209



www.mjffoundation.org



dilmah



dilmahceylontea



dilmah



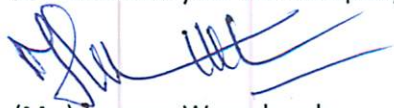
www.dilmahconservation.org

hours before the date of the meeting so that the meeting login information could be forwarded to the email address so provided.

If the shareholders wish to raise any queries, we request you to forward such queries to the company secretary preferably via email to legal@dilmahtea.com or facsimile on 94 11 482 2001 for the attention of Ms. Jayanga Wegodapola not less than five (5) 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 where relevant.

Yours faithfully

For Dilmah Ceylon Tea Company Plc



(Ms.) Jayanga Wegodapola
Company Secretary