

MULLER & PHIPPS (CEYLON) PLC

Company No. PQ 177

C/o. Corporate Managers & Secretaries (Private) Limited
8-5/2, Leyden Bastian Road, York Arcade Building
Colombo 1.

30th September 2021

CIRCULAR TO SHAREHOLDERS

Dear Shareholder/s,

FIFTY SIXTH ANNUAL GENERAL MEETING

The Board of Directors of Muller & Phipps (Ceylon) PLC have decided to convene the Annual General Meeting (AGM) of the Company on 11th November 2021 at 11.00 a.m. (Sri Lanka Time) and conduct same as a Virtual Meeting from 8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 01 or 98, Sri Sangaraja Mawatha, Colombo 10, in accordance with the Articles of Association of the Company and guidelines issued by the Colombo Stock Exchange (CSE) on the Conduct of Virtual Meetings. The Shareholders are requested to participate via an Online Meeting Platform/ ZoomApp.

The decision taken by the Board of Directors to hold a Virtual AGM was having taken into consideration the prevailing situation in the Country due to the Pandemic situation, the Health and Safety Guidelines issued by the Authorities and restrictions on gatherings and conduct of physical meetings.

This Circular together with the Notice of Meeting, Form of Proxy, Form of Request for Annual Report and the Registration Form for Online Meeting Participation will be dispatched via post to the Shareholders provided the Office of the Secretaries/ Registrars is operational, there is no lockdown or curfew, the Postal Department is in operation and bulk posting is not suspended and such being accepted by the Central Mail Exchange at the time. A Notice will be published in the daily newspaper/e-newspaper in all three languages and posted on the CSE website in the event of an inability to circulate the said documents by post.

Please be advised that the aforesaid documents and the Annual Report of the Company for the Financial Year ended 31st March 2021 is available on the CSE website:

<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=MULL.N0000>

In the event you require assistance in downloading or accessing the website, kindly contact the following official any time between 9.00 a.m. and 4.00 p.m. on any working day.

Name	Contact No.	E-mail address
Mr. Jehan Ratnakumar	0112344485-9	jehan@cmsl.lk

If you wish to receive a printed copy of the Annual Report, please send your written request by returning the duly completed Form of Request which is attached hereto to reach us at the aforesaid Registered Address of the Company Secretaries, Corporate Managers & Secretaries (Pvt) Ltd, 8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 1, or forward same on Fax No.2438067 or email to mnpagm2021@cmsl.lk

The printed copy will be forwarded within eight (8) market days from the receipt of the written request provided that the Office of the Secretaries/ Registrars is operational, there is no curfew/ lockdown situation, in force at the time and on condition that there will be no restrictions by the postal authorities in Sri Lanka in connection with providing general postal services.

If you have any queries in obtaining a printed copy of the Annual Report please contact the following officials any time between 9.00 a.m. and 4.00 p.m. on any working day.

Name	Contact No.
Ms. Geethika Priyadarshani	0112344485-9
Ms. Tharaka Fernando	0112344485-9

Shareholders who wish to participate at the meeting via Online Platform are kindly requested to complete and return the Registration Form attached to this Circular to reach the Registered Office of the Company's Secretaries, Corporate Managers and Secretaries (Pvt) Limited, 8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 1, or via e-mail to mnpgm2021@cml.lk at least 3 days before the date of the Meeting.

Upon receipt of the duly completed Registration Form the Company's Secretaries will email Virtual Meeting Attendance login information to the eligible Shareholders or their duly nominated Proxies to enable them to join the meeting.

If a Shareholder/ Proxy holder intends joining the Virtual AGM via a smart phone, it is necessary for him/her to download the "Zoom Mobile App" on to his/ her smart phone.

Similarly if the Shareholder/ Proxy holder wishes to join the meeting via a desktop computer, the link could be opened by downloading the "Zoom Desktop App" to the respective desktop computer (compatible web browser :Google Chrome)

If the shareholders are unable to participate at the Meeting and wish to raise any queries, such queries may also be sent in writing to the Company Secretaries via e-mail to mnpgm2021@cml.lk or by post to the Registered Office of the Company Secretaries mentioned above not less than 3 days before the date of the Meeting. This is in order to enable the Company Secretaries to compile and forward same for the attention of the Board of Directors so that same could be addressed at the meeting.

In the event you are unable to attend, please return the Form of Proxy duly completed to reach the Company's Secretaries at the above address not later than 48 hours before the time fixed for the holding of the Meeting.

By Order of the Board,

MULLER & PHIPPS (CEYLON) PLC

CORPORATE MANAGERS & SECRETARIES (PVT) LTD.

Secretaries

FORM OF REQUEST

To : Muller & Phipps (Ceylon) PLC
C/o. Corporate Managers & Secretaries (Private) Limited
8-5/2, Leyden Bastian Road, York Arcade Building
Colombo 1.

REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT OF MULLER & PHIPPS (CEYLON) PLC – 2020/2021

With reference to your Circular dated 30th September 2021, I/We wish to request for a printed copy of the Annual Report of Muller & Phipps (Ceylon) PLC for the Financial Year 2020/2021.

My/Our details are as follows -

Full Name of Shareholder: :
.....

NIC/Passport/Co. Reg. No. :

Folio No. indicated in the address label :

Address :
.....
.....

Contact Number :
.....
.....

E-mail address :

.....

Signature

.....

Date

Notes:

Please complete the Form of Request by filling in legibly the required information, signing in the space provided and filling in the date of signature.

In the case of Joint Holders the Form of Request may be executed by the Registered Principal Holder.

In the event the Shareholder is a Company, the Form of Request should be signed under its Common Seal or by a duly Authorized Officer of the Company in accordance with its Articles of Association.

MULLER & PHIPPS (CEYLON) PLC
Company No. PQ 177

Registration Form

Participation at the 56th Annual General Meeting (AGM) of Muller & Phipps (Ceylon) PLC

11th November 2021 at 11.00 a.m

DETAILS OF SHAREHOLDER

Full Name of the Principal Shareholder :

NIC No./Passport No./Company Registration No. :

CDS Account No. :

Folio No. indicated in the Address Label:.....

Residential Address :

Telephone No/s :

Email :

Full Name of 01st Joint Holder :

NIC No/ Passport No. :

Full Name of 02nd Joint holder :

NIC No/ Passport No. :

In the event a Proxy holder is appointed by the Shareholder the following details of him/her will also be required.

DETAILS OF PROXY HOLDER : (only if a proxy is appointed)

Full name of Proxy holder :

NIC No./Passport No. of Proxy holder:

Telephone No/s. :

Email :

Signature/s		
Principal Shareholder	01st Joint holder	02nd Joint holder

Date :

Note: In the case of a Company/Corporation, the Shareholder Registration Form must be signed under its Common Seal which should be affixed and attested in the manner prescribed by its Articles of Association and in the case of the Registration Form being signed by an Attorney, the Power of Attorney, must be deposited at the Registered Office of the Company's Secretaries, Corporate Managers and Secretaries (Pvt) Limited, 8-5/2, Leyden Bastian Road, York Arcade Building, Colombo 01, Sri Lanka or emailed to mnpagm2021@cmsl.lk