

Circular to the Shareholders

MELSTACORP PLC

(PB 11755 PQ)

110, NORRIS CANAL ROAD, COLOMBO 10, SRI LANKA

Dear Shareholder/s,

THE ANNUAL GENERAL MEETING OF MELSTACORP PLC FOR THE FINANCIAL YEAR ENDED 31 MARCH 2022.

In the interest of protecting public health and facilitating social distancing in line with the guidelines issued by the Ministry of Health, Nutrition and Indigenous Medicine, the Annual General Meeting of the Company will be held as a virtual meeting, via an online meeting platform in the manner set out below, in line with the guidelines given by the Colombo Stock Exchange and the health authorities and as per the applicable laws:

A. GENERAL DETAILS

1. The AGM of **Melstacorp PLC** will be conducted from the “**Mini Auditorium**” of **DCSL PLC at No.110, Norris Canal Road, Colombo 10, Sri Lanka at 11.00 a.m. on 22 September 2022.**
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual AGM.
3. The Chairman, the Board of Directors, certain Key Management Personnel, the Company Secretary, the External Auditors and all others, including the shareholders, will participate in the meeting through audio or audio and visual means via the online meeting platform. These measures have been adopted to observe social distancing regulations/requirements to mitigate the dangers of the spread of the COVID-19 virus.
4. The Annual Report of the Company for the financial year ended 31 March 2022 will be available for perusal on the Company website on **www.melstacorp.com** and the Colombo Stock Exchange website on **www.cse.lk**. Shareholders may also access the Annual Report on their electronic devices by scanning the below QR code.
5. If you wish to receive a printed copy of the Annual Report for the financial year ended 31 March 2022, please complete and forward 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 to registrars@cse.lk or facsimile to + 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 via the online platform **only**.
3. The shareholders who wish to participate in the meeting will only be able to join the meeting through audio or audio-visual means via the online platform. To facilitate this process, the shareholders are required to furnish the details of the shareholder and proxy holder, if any, by perfecting **Annexure II** to the circular to shareholders and forward same to **agm2022@melsta.com**, to reach the Company **not less than three (03) days before the date of the meeting** so that the **meeting login 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 via e-mail to **agm2022@melsta.com** or by post to the registered address of the Company No.110, Norris Canal Road, Colombo 10, Sri Lanka, **not less than thirty-six (36) hours before the time fixed for the meeting.**

C. SHAREHOLDER'S 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 **agm2022@melsta.com** or by post to the registered address of the Company No.110, Norris Canal Road, Colombo 10, Sri Lanka **not less than three (03) days before the date of the meeting.** This is in order to enable the Company 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. N. C. Gunawardena of Melstacorp PLC during office hours.**

Telephone: **+94 11 5900380, +94 11 5900300 Ext: 380**

e-mail: **agm2022@melsta.com**

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

By order of the Board

CORPORATE SERVICES (PRIVATE) LIMITED

Secretaries

MELSTACORP PLC

216, De Saram Place, Colombo 10.

31 August 2022.

Scan for Annual Reports



<https://melstacorp.com>