

OFFICE EQUIPMENT PLC

COMPANY NO. PQ141

NO.20, SIR CHITTAMPALAM A GARDINER MAWATHA
COLOMBO 02

**CIRCULAR TO SHAREHOLDERS
65TH ANNUAL GENERAL MEETING OF THE COMPANY**

Dear Shareholder

Annual Report for the Financial Year ended 31st March 2022

We are pleased to forward herewith the Notice of Meeting and the Form of Proxy for the Sixty Fifth (65th) Annual General Meeting of the Company.

The Annual Report for 2021/2022 of the Company is published and available for download on the Colombo Stock Exchange website, and the relevant link is given below:

Colombo Stock Exchange Website - <https://www.cse.lk>

Should a Shareholder wish to obtain a printed copy of the Annual Report, they may send a written request to the Registered Office of the Company by filling the request form attached herein. A copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

For any queries please contact Mr. Adhil Kariapper, on telephone 011 2434161, email: adhil@ceylonprinters.lk anytime between 10.00 a.m. and 4.00 p.m. on any working day.

Shareholders are advised that if any Shareholder is unable to attend the Annual General Meeting please return the Form of Proxy to the Registered Office of the Company, No.20, Sir Chittampalam A Gardiner Mawatha, Colombo 02 forty eight hours (48) before the Annual General Meeting.

By Order of the Board
OFFICE EQUIPMENT PLC



P W Corporate Secretarial (Pvt) Ltd
Secretaries