

Notice of Meeting

NOTICE IS HEREBY GIVEN that the Sixty Ninth (69th) Annual General Meeting of **Office Equipment PLC** will be held at the **Nondescripts Cricket Club, Committee Room, No 29, Maitland Place, Colombo 7 on the Ninth (9th) October 2026 at 10.30 a.m.** and the business to be brought before the Meeting will be:

1. To receive and consider the Annual Report of the Board of Directors on the affairs of the Company and the Financial Statements for the year ended 31st March 2026 and the Report of the Auditors thereon.
2. To re-elect Ms. A.M.De Alwis - Executive Director, who retires by rotation in terms of Article 84 of the Articles of Association, as a Director of the Company.
3. To authorize the Directors to determine donations for the ensuing year.
4. To re-appoint Bakertilly Edirisinghe & Company Chartered Accountants as the Auditors of the Company and to authorize the Directors to determine their remuneration.

BY ORDER OF THE BOARD
OFFICE EQUIPMENT PLC

BUSINESSMATE (PRIVATE) LIMITED



DIRECTOR/SECRETARIES

28th September 2026
Colombo.

Note:

A shareholder entitled to attend and vote at the meeting is entitled to appoint a Proxy to attend and vote instead of him / her. A Proxy need not be a share holder of the Company. A Form of Proxy is enclosed for this purpose. The completed form of Proxy should be deposited at the Registered Office of the Company, not less than forty-eight (48) hours before the time fixed for the commencement of the Meeting.