

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.

15 2/1, Sir Chittampalam A. Gardiner Mawatha,
Colombo 2, 00200, Sri Lanka.
Telephone : +94 (11) 2434161
Sales : +94 (11) 2327659 +94 (11) 2339252
Fax : E-mail : samanagmoe@slt.net.lk , oeltec@slt.lk
P.O. Box : 2228
Company Registration Number : PQ141



CIRCULAR TO SHAREHOLDERS

ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder

Annual Report for the Financial Year ended 31st March 2026

We are pleased to forward herewith the Notice of Meeting and the Form of Proxy for the Annual General Meeting of the Company.

The Annual Report for 2025/2026 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/company-profile?symbol=OFEQ.N0000>

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 Mrs. Pushpadevi Rajamuthiah, on telephone 011 2434161, 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. 15 2/1, Sir Chittampalam A Gardiner Mawatha, Colombo 02 forty eight hours (48) before the Annual General Meeting.

By Order of the Board
OFFICE EQUIPMENT PLC

BUSINESSMATE (PRIVATE) LIMITED
SECRETARIES

28th September 2026
Colombo.

FORM OF REQUEST

FOR A PRINTED COPY OF THE ANNUAL REPORT OF OFFICE EQUIPMENT PLC
FOR THE YEAR ENDED 31ST MARCH 2026

To: **OFFICE EQUIPMENT PLC**
C/o **BUSINESSMATE (PRIVATE) LIMITED***
45, (3rd Floor) Braybrooke Street, Colombo 02,
Sri Lanka

I/We hereby request for a printed copy of the Annual Report of **OFFICE EQUIPMENT PLC** for the year ended 31st March 2026.

DETAILS OF THE SHAREHOLDER(S)

Full Name	
Shareholder's NIC / Passport / Company Registration No.	
Address to which the hard copy is to be dispatched	
Contact Telephone Number	
Signature	
Date	

* Contact details of **BUSINESSMATE (PRIVATE) LIMITED**

Address 45, (3rd Floor) Braybrooke Street, Colombo 02, Sri Lanka.

Telephone +94 11 737 4421

Email info@bm.lk

Form of Proxy

I/We (name of the shareholder/s)

Holder of NIC / Passport / Company Registration No./s of

(Address of shareholder/s)

Being a *shareholder/s of Office Equipment PLC (the Company) hereby appoint:

Name of the proxy holder: * Mr/Mrs/Miss

Holder of NIC / Passport / Company Registration No./s of

(Address of proxy holder)

OR failing him/her

Mr. L.I. Ratnasabapathy

Ms. A.M. De Alwis

Ms. D.T. De Alwis

Mr. M.R.Y. Riffai

Mr. J.R. J. Gomez

or failing him

or failing her

or failing her*

or failing him*

as my/our* Proxy to represent me/us* and to vote for on my/our* behalf at the Sixty ninth Annual General Meeting of the Company to be held on 9th October 2026 and at every poll which may be taken in consequence of the aforesaid Meeting and at any adjournment thereof.

	For	Against
Resolution 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.	☐	☐
Resolution 2 To re-elect Ms A. M. De Alwis, who retires by rotation in terms of Article 84 of the Articles of Association, as a Director of the Company.	☐	☐
Resolution 3 To authorize the Directors to determine donations for the ensuing year.	☐	☐
Resolution 4 To re-appoint Bakertilly Edirisinghe & Company., Chartered Accountants as the Auditors of the Company and to authorize the Directors to determine their remuneration.	☐	☐

In witness my/our* hands this day of Two Thousand and Twenty Six.

.....
Signature of Shareholder(s)

* Please delete the inappropriate words.
Instructions as to completion appear on the reverse.

Form of Proxy Contd...

INSTRUCTIONS FOR COMPLETION OF FORM OF PROXY

1. This Form of Proxy must be deposited at the Registered Office No 15-2/1, Sir Chittampalam A Gardiner Mawatha, Colombo 2 not less than forty eight (48) hours before the time fixed for the Meeting.
2. In perfecting the Form of Proxy please ensure that all details are legible.
3. If you wish to appoint a person other than a Director of the Company as your proxy, please insert the relevant details in the space provided.
4. Please indicate with an 'X' in the space provided, how your proxy is to vote on the resolution. If no indication is given, the proxy in his discretion will vote as he thinks fit.
5. In the case of a Company/Corporation, the proxy must be under its Common Seal, which should be affixed and attested in the manner prescribed by its Articles of Association.
6. In the case of a Proxy signed by an Attorney, the Power of Attorney must be deposited at The Secretaries' Office, Businessmate (Private) Limited, No. 45, Braybrooke Street, Colombo 02 for registration.