



P W Corporate Secretarial (Pvt) Ltd
(Company Registration No. PV 65966)

May 27, 2024

Mr. Renuke Wijeyawardhane
Chief Regulatory Officer
Colombo Stock Exchange
#04-01, West Block
World Trade Center
Echelon Square, Colombo 01

Dear Sir

Office Equipment PLC
Reconstitution/Formation of Board Sub-Committees

We wish to inform you that Ms. D.T. De Alwis and Mr. M.R.Y. Riffai were appointed as members of the Audit, Remuneration, and Related Party Transactions Review Committees with effect from 8th April 2024 and consequent thereto the composition of the Audit, Remuneration and Related Party Transactions Review Committees will be as follows:

Audit Committee

Mr M.R.Y. Riffai	-	Chairman
Mr. P.S.R Casie Chitty	-	Member
Ms. D.T. De Alwis	-	Member

Remuneration Committee

Mr. P.S.R Casie Chitty	-	Chairman
Ms. D.T. De Alwis	-	Member
Mr. M.R.Y. Riffai	-	Member

Related Party Transaction Review Committee

Mr. P.S.R Casie Chitty	-	Chairman
Ms. D.T. De Alwis	-	Member
Mr. M.R.Y. Riffai	-	Member

We also wish to inform you of the formation of the Nominations and Governance Committee with effect 8th April 2024. The composition of the said Board Sub-Committee is as follows:

Nominations and Governance Committee

Mr M.R.Y. Riffai	-	Chairman
Mr. P.S.R Casie Chitty	-	Member
Ms. D.T. De Alwis	-	Member

Yours faithfully

BY ORDER OF THE BOARD OF OFFICE EQUIPMENT PLC
P W CORPORATE SECRETARIAL (PVT) LTD


Director / Secretaries