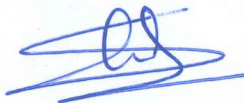


NOTICE OF MEETING

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 Twenty Fifth (25th) September 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

25th August 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 shareholder 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.

OFFICE EQUIPMENT PLC
COMPANY NO. PQ141
NO.15-2/1, SIR CHITTAMPALAM A GARDINER MAWATHA
COLOMBO 02

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>

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 Fourteen (14) 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.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
25th August 2026
Colombo.



Form of Proxy

I/We (name of the shareholder/s) Having NIC No.....

.....of.....

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

.....

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 25th September 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.

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.

FORM OF REQUEST

TO: Office Equipment PLC
No 15-2/1, Sir Chittampalam A Gardiner Mawatha,
Colombo 2

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

* Note

1. Please complete the form of request by filling in legibly the required information, signing in the space provided and filling in the date of signature.
2. Please forward the completed form of Request to the Company at the address given above or email to reach us on or before 20th September 2026 or email to adhil@ceylonprinters.lk
3. In the event the Shareholder is a Company the Form of Request should be signed under Common Seal or by a duly authorized officer of the company in accordance with its Articles of Association.