

CIRCULAR TO SHAREHOLDERS SEYLAN DEVELOPMENTS PLC (PQ 151) 29TH ANNUAL GENERAL MEETING

Dear Shareholders,

Taking into consideration the current restrictions prevailing in the Country due to the COVID-19 pandemic, the Board of Directors of Seylan Developments PLC has decided to hold its 29th Annual General Meeting (AGM) by way of a Virtual Meeting on Tuesday, 30th March 2021, at 2.30 p.m. following the issuance of guidelines by the Colombo Stock Exchange (CSE) and Legal advice received thereon for hosting of Virtual AGMs.

METHOD OF HOLDING THE AGM/ELECTRONIC PLATFORM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the venue and all others including shareholders will participate via an online meeting platform. These measures are being adopted to observe “social distancing” requirements to mitigate the dangers of spreading the virus.

REGISTRATION PROCEDURE

Those Shareholders and Proxy holders, who wish to participate via the Online Meeting Platform, should notify the Company of such intention by completing the attached **Registration of Shareholders Details Form**.

Registration of Shareholders Details Form. Will also be made available on the **Company’s Website** (www.seylanddevelopments.com) and on the website of the Colombo Stock Exchange (<https://www.cse.lk/home/market>)

Arrangements will be made for shareholders who wish to participate in the AGM via an online meeting platform, with log in information being forwarded to shareholders in advance of the meeting.

In order to enable such facilities, shareholders who wish to participate in the AGM via the online meeting platform are requested to forward us their details, by duly completing the annexure 1, (**Registration of Shareholders Details Form**.) by of way emailing it to the Company to the emailing address seylandplc@slt.net.lk or send the duly completed form, by post to reach the company, **48 hours prior to the time fixed for the meeting**.

APPOINTMENT OF PROXY HOLDERS

Due to the COVID - 19 pandemic and prevailing health and safety guidelines issued by the Government of Sri Lanka, the Shareholders are encouraged to vote by Proxy, by way appointing a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions that are to be taken up at the meeting, which are given in the **Form of Proxy**.

The Form of Proxy is attached herewith and is also available in the Company's website (www.seylanddevelopments.com)

The Shareholders who wish to appoint a Proxy should duly complete the **Form of Proxy** and include the details of such Proxy holder in the **Registration of Shareholders Details Form** as per the instructions given therein.

The duly completed **Form of Proxy** should be forwarded to the Company by way emailing it to the Company emailing address or send the duly completed form, by post to reach the Company, **48 hours prior to the time fixed for the meeting**.

LOGIN INFORMATION FOR PARTICPATION VIA THE ONLINE MEETING PLATFORM

The login information will be authorized only for the use by the Individual Shareholders, Proxy holders, and authorized representatives in the case of Institutional Shareholders, and the Company will not be responsible or liable for any misuse, where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid Proxy has been submitted by the Shareholder.

QUERIES OF SHAREHOLDERS

Shareholders who are unable to participate at the virtual meeting via the designated online meeting platform are invited to forward their suggestions, questions & concerns (if any) relating to items on the agenda, to the following email address seylandplc@sltnet.lk or by post to reach Company 48 hours prior to the time fixed for the meeting, the Board will ensure that they are discussed and addressed at the AGM, if relevant.

VOTING

Voting on the items on the Agenda will be conducted through the **Poling App**.

Voting on the items in the agenda will be registered by using an online meeting platform or a designated ancillary online application, which will be explained prior to the commencement of the meeting.

All individuals participating at the meeting remotely through an online meeting platform are required to identify themselves at the time of voting. Further, Individuals must also

identify themselves when speaking at the Annual General Meeting during the time allotted for comments by shareholders as directed by the Chairman. At that point, the individual will be required to give his/her name and address for purposes of identification as a shareholder or as a proxy.

The Company intends to proceed to hold the Virtual Annual General Meeting as planned on the 30th March 2021 irrespective of whether it is declared a public holiday or curfew is imposed since the aforesaid measures will enable full participation

PAYMENT OF DIVIDEND

For the purpose of payment of the proposed final dividend the “The date of dispatch of the dividend payment date” shall be on or before the 23rd April 2021 and the “Ex-dividend Date” shall be 31st March 2021. Any changes to these dates will be announced in due course.

ANNUAL REPORT 2020

A QR Code containing the Annual Report information is forwarded herewith.



Any Shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy.

(A form of Request that could be used for the said purpose is enclosed)

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact Ms. Gayani Dissanayake, on 011-2456591/ 071-4086196 or Ms. Nayanee Thilakarathna on 011-2456593/ 071-7899670 between 10.00 a.m to 4.00 p.m.

All documents relating to the AGM must be forwarded to the Company by post or by email to the following email address seylandplc@sltnet.lk 48 hours prior to the time fixed for the meeting

The Notice of meeting, Form of Proxy, and other related documents will also made available on the Company Website

(http://www.seylanddevelopments.com/out_docs/SDP_Annual_Report_2020.pdf)

and on the website of the Colombo Stock Exchange (<https://www.cse.lk/home/market>)

The Company will endeavor to dispatch the aforementioned documents by ordinary post to the shareholders in due course provided the postal services are duly operational.

DOCUMENTS ATTACHED

The following documents are attached to this circular to shareholders:

- Notice of Meeting
- Form of Proxy
- Circular to Shareholders giving Guidelines & Regulations Process for the Annual General Meeting.
- Registration Form
- Request Form for a Printed Copy of the Annual Return.

By Order of the Board of Seylan Developments PLC

S S P CORPORATE SERVICES (PRIVATE) LIMITED



SECRETARIES

5th March 2021

Note: For any queries regarding this Notice, please contact Ms. Gayani Dissanayake, on 011-2456591/ 0714-086196 or Ms. Nayanee Thilakarathna on 011-2456593 / 071-7899670, during normal office hours (10.00 a.m to 4.00 p.m.).