

# **BOGAWANTALAWA TEA ESTATES PLC**

Company No. PQ 124

No. 153, Nawala Road, Narahenpita Colombo 5

## **CIRCULAR TO SHAREHOLDERS 27th ANNUAL GENERAL MEETING OF THE COMPANY**

### **Dear Shareholder/s,**

Taking into consideration the current regulations/restrictions prevailing in the country due to the COVID-19 pandemic, the Board of Directors of BOGAWANTALAWA TEA ESTATES PLC has decided to hold the 27th Annual General Meeting (AGM) as a Virtual Meeting on Friday 4th December 2020 at 10.00 a.m., in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs and on the assumption that no curfew will be in force on that date and that there would be no restrictions imposed by the authorities on conduct of meetings.

### **METHOD OF HOLDING THE AGM**

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the Board Room. All others, including shareholders, will participate via an online meeting hosted on the ZOOM 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 audio visual conferencing technology means should notify the Company of such intention by completing the REGISTRATION FORM.

The duly completed REGISTRATION FORM should be deposited with the Secretaries at No. 3/17, Kynsey Road, Colombo 08 or forwarded to [bopl.pwcs@gmail.com](mailto:bopl.pwcs@gmail.com) in order to enable the Company to receive the same by 2nd December 2020.

### **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 through appointment of a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy.

The Form of Proxy will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange and those Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be deposited with the Secretaries at No. 3/17, Kynsey Road, Colombo 08, Sri Lanka or forwarded by email to [bopl.pwcs@gmail.com](mailto:bopl.pwcs@gmail.com) in order to enable the Company to receive the same 48 hours prior to the meeting.

### **PARTICIPATION VIA AN ONLINE MEETING PLATFORM**

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in 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.

Shareholders can send in their queries, if any, to [bopl.pwcs@gmail.com](mailto:bopl.pwcs@gmail.com) forty eight hours (48) prior to the commencement of the meeting.

### **VOTING**

Voting on the items on the Agenda will be registered by using an online e-ballot platform. All such procedures will be explained to the Shareholders prior to the commencement of the meeting.

## **COPIES OF THE ANNUAL REPORT 2019/2020**

The Annual Report and the Financial Statements of the Company are available on the following websites and the relevant links are given below enabling all the Shareholders to access such Annual Report and Financial Statements.

1. Corporate Website of BOGAWANTALAWA TEA ESTATES PLC – <https://www.bogawantalawa.com>
2. Colombo Stock Exchange – <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=BOPL.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 Mr Nuwan Bogahalanda on telephone no. 2 510 177 /email nuwan@bpl.lk during office hours.

Below mentioned documents are attached herewith

1. Notice of Meeting
2. Form of Proxy
3. Guideline and Registration Process to join the AGM virtually
4. Registration Form for the AGM
5. Request Form for the printed copy of the Annual Report

By order of the Board

BOGAWANTALAWA TEA ESTATES PLC

P W CORPORATE SECRETARIAL (PVT) LTD

Director/Secretaries

2nd November 2020