

CEYLON PLASTICS LIMITED
CIRCULAR TO SHAREHOLDERS

Date : 18th August 2021

Dear Shareholder/s,

Due to the prevailing covid 19 pandemic situation in the country and the health and safety guidelines issued by the health authorities in order to prevent the spread of covid-19, the Board of Directors of Ceylon Plastics Limited have decided to convene the Annual General Meeting (AGM) as a **VIRTUAL MEETING via ZOOM videoconferencing App** without the physical presence of the Shareholders at Havelock City Club House, No. 324, Havelock Road, Colombo 6, as previously notified to you by Notice convening the AGM, dated 22nd July 2021.

GENERAL DETAILS –

1. The Annual General Meeting (AGM) of the Company shall be convened on **Friday 3rd September 2021 at 3.45 p.m** as a **VIRTUAL MEETING via ZOOM videoconferencing App** and will NOT be held at Havelock City Club House, No. 324, Havelock Road, Colombo 6. This is due to strict guidelines issued by the public health Authorities including the Ministry of Health of Sri Lanka pertaining to public gatherings and social distancing to mitigate the dangers in the spread of the virus.
2. All shareholders will participate via an online meeting platform (Zoom).
3. Shareholders who wish to participate at the AGM via the online meeting platform (Zoom) require to pre-register by scanning and sending the duly completed “Application Form” (which is attached) for registration to <malaw@nithimurugesu.com> or be forwarded by hand or by post to the registered office of the Company at No. 57, Colombo Road, Kandana no later than 48 hours before the time appointed for the meeting. The procedure to be followed as laid down in “the Guidelines and Registration process for the Annual General Meeting to be held on 3rd September 2021” is attached.
4. Shareholders will be given the opportunity to raise any questions or comments on the matters listed on the agenda for the meeting.
5. Voting on the items on the Agenda will be done by using an online platform. All of such procedures will be explained to the shareholders prior to the commencement of the meeting by the Company Secretaries.
6. Shareholders are also reminded that they have a right to appoint other members of the Board or any other person to act as their proxy if they so choose. The second page of the Form of proxy, has the instructions as to the completion and registration process.
7. Shareholders who are unable to participate at the Virtual Meeting via the designated online meeting platform are invited to forward their suggestions, questions and concerns (if any) relating to the items on the agenda to the undersigned. The Board will ensure that they are discussed and addressed at the AGM, if relevant.

8. The Amended Notice convening the Annual General Meeting dated 18th August 2021, Amended Form of Proxy, this Circular to Shareholders, Form of Application for Registration to participate at the Virtual AGM of Shareholders and the Guidelines and Registration Process for the Annual General Meeting to be held on 3rd September 2021, could be viewed on the Company website <http://swadeshiherbal.com>.
9. Please note that the documents referred to in paragraph 8 hereto were NOT posted to the Shareholders and as such we kindly request you to login into the Company website mentioned in paragraph 8 hereto for the required details to be viewed, if necessary.
10. The Company intends to proceed to hold the Annual General Meeting as planned on 3rd September 2021 irrespective of whether it is declared a public holiday or a curfew is imposed since the aforesaid measures will enable full participation at the meeting.
11. For any queries regarding this Circular to shareholders and the Registration Process, please contact Ms. Sudheera Wasalatantry on +94 771525073 or Ms. Sabreen Salie on +94 773408599 and email: <malaw@nithimurugesu.com> anytime between 10.00 a.m. and 4.00 p.m. on any working day.
12. The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

**BY ORDER OF THE BOARD OF CEYLON PLASTICS LIMITED
M & A COMPANY SECRETARIES (PVT) LTD**



**(Secretaries to the Company)
C/o Nithi Murugesu & Associates,
Attorneys-at-Law, No. 28 (Level 2), W.A.D Ramanayake Mawatha,
Colombo 02.**

CEYLON PLASTICS LIMITED
No. 57, Colombo Road, Kandana.