

**CEYLON PLASTICS LIMITED**

**GUIDELINES AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING TO BE HELD ON  
3<sup>RD</sup> SEPTEMBER 2021**

Dear Shareholder/s,

We refer to the amended Notice convening the Annual General Meeting dated 18<sup>th</sup> August 2021 of Ceylon Plastics Limited to be held on **3<sup>rd</sup> September 2021 at 3.45 p.m. (Sri Lanka time) via an Online Meeting Platform (Zoom)**, and request you to note the following:-

1. Shareholders or Proxyholders or Attorneys who wish to participate at the Annual General Meeting of Ceylon Plastics Limited via an Online Meeting Platform (**Zoom**) are requested to pre-register and identify themselves to participate at the Annual General Meeting to be held virtually, by scanning and emailing the duly completed Application Form to <[malaw@nithimurugesu.com](mailto:malaw@nithimurugesu.com)> or have it delivered by hand or sent by post to the registered office of the Company at No. 57, Colombo Road, Kandana. Please note that pre-registration is mandatory.
2. Kindly fill the Application form legibly. Upon receipt of the duly completed Application Form, the Zoom Link or Meeting ID along with the Passcode will be provided by the Company Secretaries prior to the AGM and on the AGM date you could accordingly get connected to the virtual meeting by clicking on the zoom link or by entering the Meeting ID and Passcode. Shareholder/Proxyholders/Attorneys are strictly **NOT** permitted to divulge the link to any third party or unauthorized person in any manner whatsoever.
3. Shareholders or Proxyholders or Attorneys could connect to the zoom platform by using a desktop/laptop or smart phone. It is necessary that the Shareholder downloads the "**Zoom Mobile App**" on to his/her smart phone. Similarly, if a Shareholder/Proxy holder wishes to attend the Virtual AGM via a desktop/laptop computer, the link can be opened by downloading the "**Zoom Desktop App**" to the respective desktop/laptop computer (compatible web browser: Google Chrome).
4. We urge the Shareholders/Proxyholders/Attorneys to mute your microphones when you are not talking. Kindly ensure to keep the background noise at a minimum level when you are talking.
5. Shareholders could vote on the resolutions with regard to the business of the Meeting by voice or by clicking on the emoji of thumbs up on the chat box (👍). The shareholders who are against, could do so by voice or by clicking on the emoji of thumbs down on the chat box (👎).
6. We request the Shareholders/Proxyholders who wish to participate at the AGM to forward the duly completed Application Form for registration no later than 3.45 p.m. on 1<sup>st</sup> September 2021, in order to enable the Secretaries to forward the login information to their Email Address given in the respective Application Forms of respective Shareholders/Proxyholders.

7. You are required to provide in the Application Form an active email address, to enable the Company Secretaries to provide the Zoom Link, or Meeting ID along with the Passcode as the AGM is to be conducted on a virtual basis. If you fail to provide an email address, you will not be able to participate at the virtual AGM as the Company Secretaries will not be able to send you the Zoom Link, or Meeting ID along with the Passcode.
8. We request you to login 30 minutes prior to the commencement of the virtual meeting to ensure connectivity, so that you could participate at the virtual AGM, without any issues.
9. If you encounter any difficulty or are unable to use/access the online meeting platform for the AGM, you may contact us on +94 771525073 or +94 773408599.
10. The Company has taken adequate measures to ensure that a contingency plan exists to ensure that the AGM is conducted successfully in the event of a technical malfunction.
11. We have designated the following persons to attend to your queries relating to this procedure. You may contact them any time between 10.00 a.m. to 4.00 p.m. on any working day [Monday to Friday] or via email on <[malaw@nithimurugesu.com](mailto:malaw@nithimurugesu.com)> :-
  - (a) Ms. Sudheera Wasalatantry +94 771525073
  - (b) Ms. Sabreen Salie +94 773408599

**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.**

Date: 18<sup>th</sup> August 2021

CEYLON PLASTICS LIMITED  
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Kandana.  
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