

## INDO – MALAY PLC – PQ 45

### PROCEDURE TO BE FOLLOWED AT THE EXTRAORDINARY GENERAL MEETING OF THE COMPANY SCHEDULED FOR 30<sup>TH</sup> MAY 2022

Dear Shareholder/s,

We refer to the Notice convening the Extraordinary General Meeting (EGM) of Indo - Malay PLC ("Company") scheduled for Monday, 30<sup>th</sup> May 2022. As permitted by Article 52(A) of the Articles of Association of the Company, the EGM of Indo – Malay PLC will be held via audio or audio and visual technology means (Virtual EGM) in view of protecting public health and safety.

1. The EGM shall be held in compliance with the Companies Act, No.07 of 2007, the Articles of Association of the Company, the Colombo Stock Exchange (CSE) Guidance Notes on hosting of General Meetings.
2. Only the Board of Directors, Company Secretary, key management officials, representatives of the Auditors and Legal Counsel (and Scrutinizers *as applicable*) who are essential for the administration of the formalities of the meeting may be physically present at the 8<sup>th</sup> Floor of No.65C, Dharmapala Mawatha, Colombo 7, Sri Lanka. All others, including Shareholders, will participate via an online meeting platform (i.e. Zoom platform).

#### 3. **INFORMATION ON PARTICIPATING THROUGH AUDIO VISUAL CONFERENCING**

**Shareholders who are to participate in the meeting through audio or audio and visual means, are requested to forward to us their details as per the attached Registration Form (Annexure 1) not later than 4.45 p.m. on 28<sup>th</sup> May 2022**

- via email to **INDOEGM2022@carcumb.com** or
- via WhatsApp or Viber to mobile No. +94 764 765 463 or +94 712 791 246, or
- by hand or post to the registered office of the Company,  
No. 61, Janadhipathi Mawatha, Colombo 1.

**We regret our inability to process any requests received after 4.45 p.m. on 28<sup>th</sup> May 2022.**

- a. If a Shareholder/Proxyholder is to participate at the EGM through audio visual conferencing via a smart phone, it is necessary for him/her to download the **"Zoom Mobile App"** to his /her smart phone. Similarly if a Shareholder/Proxyholder wishes to join via a desktop computer, the link can be opened by downloading the **"Zoom Desktop App"** to the respective desktop computer (Compatible web browser: **Google Chrome**).
- b. The Shareholders/Proxyholders are requested to use the web link which would be forwarded by the Secretaries before the EGM and should click on **"Virtual EGM Registration"** in order to login to the meeting (Shareholder/ Proxyholders are strictly advised to refrain from sharing the link with any third party or unauthorized person in any manner).
- c. Upon clicking on the link forwarded by the Secretaries, Shareholders/Proxyholders will be redirected to an interface where they will be requested to enter their **first name, last name, email address, re-enter the email address and National Identity Card Number** (participants are required to enter the correct details as mentioned in the **Registration Form (Annexure 1)** forwarded to the Secretaries as any mismatch will be considered as an unsuccessful login).

- d. At this point, all participants are requested to click on “**REGISTER**” which will be prompted on the screen enabling the participant to receive the login link. Participants are required to click on “**Virtual EGM Registration**”.
  - e. Shareholders/Proxy holders participating at the meeting through audio visual conferencing are required to identify themselves at the time of speaking at the EGM, during the time allotted for the participants to make any comments as directed by Chairman. At that point, the individual will be required to give his/her name, address and NIC number for the purpose of identification as shareholder/ proxy.
  - f. Voting on the items on the agenda will be registered by using an online eBallot platform. All of such procedures will be explained to the Shareholders prior to the commencement of the meeting.
4. Shareholders could also appoint a member of the Board to act as their proxy if they so choose. The Shareholders who wish to appoint a Director as his/her/its proxy must forward the duly completed Form of Proxy clearly indicating their vote under each matter set out in the Form of Proxy and forward same together with the **Registration Form (Annexure 1)**, attached herewith to the Company not later than 4.45 p.m. on 28<sup>th</sup> May 2022.
  5. **We encourage the Shareholders to use the email address [INDOEGM2022@carcumb.com](mailto:INDOEGM2022@carcumb.com) to forward the said documents for timely submission of documents.** Shareholders/Proxyholders will receive an email confirmation from the Secretaries upon receipt of the required documents.
- The notice convening the EGM together with this procedure to be followed at the EGM will be posted to the Shareholders provided that the postal department is in operation at the time of posting. The documents will be made available on the Group’s website [www.carsoncumberbatch.com](http://www.carsoncumberbatch.com) and you may access same directly through the URL link [http://www.carsoncumberbatch.com/investor\\_information/investor\\_information\\_indo\\_malay\\_plc.php](http://www.carsoncumberbatch.com/investor_information/investor_information_indo_malay_plc.php) and on the CSE website [www.cse.lk](http://www.cse.lk).
- In the event the postal services are limited in operation due to the prevailing situation of the country, the notice convening the EGM will be published in one issue of a daily newspaper/e-newspaper in Sinhala, English and Tamil languages.
6. Shareholders who are unable to participate at the virtual meeting via the designated online meeting platform (i.e. Zoom platform) are invited to forward their suggestions, questions and concerns (if any) relating to the items on the EGM agenda to the email address [INDOEGM2022@carcumb.com](mailto:INDOEGM2022@carcumb.com) not later than 4.45 p.m. on 28<sup>th</sup> May 2022. The Board will ensure that they are discussed and addressed at the EGM, if relevant.
  7. The Company intends to proceed to hold the Extraordinary General Meeting as planned on **Monday, 30<sup>th</sup> May 2022 at 9.00 a.m.** irrespective of whether it is declared a public holiday or curfew/lockdown/travel restrictions are imposed since the afore-said measures will enable participation at the Meeting.

## **GENERAL DETAILS**

- We request the Shareholders/Proxyholders who wish to participate at the EGM to forward the completed **Registration Form (Annexure 1)** not later than 4.45 p.m. on 28<sup>th</sup> May 2022, in order to enable the Secretaries to forward the login information to their Email Address given in the **Registration Form (Annexure 1)**.
- **PLEASE NOTE THAT SINCE THE EGM IS TO BE HELD ON A VIRTUAL BASIS, YOU ARE REQUIRED TO PROVIDE AN EMAIL ID IN THE REGISTRATION FORM (ANNEXURE 1) FOR THE MEETING LINK(S) TO BE FORWARDED TO YOU. IN THE EVENT AN EMAIL ID IS NOT PROVIDED, YOU WILL NOT BE ABLE TO PARTICIPATE AT THE VIRTUAL EGM AS THE COMPANY WILL NOT BE ABLE TO FORWARD THE LINK(S) TO YOU.**
- Login and password information is strictly confidential and is intended only for the specific Shareholder and such access information should strictly not be divulged to any other person.
- **WE ADVISE YOU TO LOGIN 30 MINUTES PRIOR TO THE MEETING TO ENSURE CONNECTIVITY.**
- If you encounter any difficulty or are unable to use/access the online meeting platform for the EGM, you may contact us on **+94 712 791 246 or +94 764 765 463**.
- The Company has taken adequate measures to ensure that a contingency plan exists to ensure that the EGM is conducted successfully in the event of a technical malfunction.
- We have designated the following persons to attend to your queries relating to this procedure. You may contact them any time between 9.00 a.m. to 4.30 p.m. on any working day [Monday to Friday] or via email to **INDOEGM2022@carcumb.com**:

Ms. Manel Dias	-	+94 11 2039273 or +94 712791246 or 0764765463
Ms. Angela Ponnampuruma	-	+94 11 2039278

By order of the Board of  
INDO - MALAY PLC  
Carsons Management Services (Private) Limited  
Secretaries

Colombo  
12<sup>th</sup> May 2022