

PEGASUS HOTELS OF CEYLON PLC - PQ 40

PROCEDURE TO BE FOLLOWED AT THE ANNUAL GENERAL MEETING OF THE COMPANY SCHEDULED FOR 22ND JULY 2022

Dear Shareholder/s,

We refer to the Notice convening the Annual General Meeting of Pegasus Hotels of Ceylon PLC scheduled for **Friday, 22nd July 2022 at 9.30 a.m.** at the 8th Floor, No. 65C, Dharmapala Mawatha, Colombo 7, Sri Lanka by means of audio and/or visual technology.

As permitted by Article 43(b) of the Articles of Association of the Company, the Board of Directors decided on 27th June 2022 to convene the AGM of the Company through an "audio-visual" technology in view of the current situation prevailing in the country and possible challenges which may arise with regard to transportation and in order to protect public health and safety in the manner set forth below;

1. The AGM 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 Annual General Meetings and guidelines published by the Ministry of Health.
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 will be physically present at the 8th 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. Shareholders/Proxyholders 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)** together with the **Form of Proxy**, as relevant **not later than 4.45 p.m. on 20th July 2022.**
 - via email to PEGAGM2022@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 20th July 2022.

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 20th July 2022.
5. 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.
6. The documents relating to the AGM will also be made available on the CSE website www.cse.lk and on the Group's website www.carsoncumberbatch.com and you may access same directly through the URL link http://www.carsoncumberbatch.com/investor_information/annual_reports_2021_2022/pegasus-hotel-annual-report-2021-2022.pdf
7. 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 AGM agenda appearing on the Annual Report to the email address PEGAGM2022@carcumb.com not later than 4.45 p.m. on 20th July 2022. The Board will ensure that they are discussed and addressed at the AGM, if relevant.
8. The Company intends to proceed to hold the AGM as planned on **Friday, 22nd July 2022 at 9.30 a.m.** irrespective of whether it is declared a public holiday or curfew/lockdown is imposed since the afore-said measures will enable participation at the Meeting.

General Details

- **Please Note that since the AGM 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 AGM 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 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 PEGAGM2022@carcumb.com:
Manel Dias +94 11-2 039 273 / +94 764 765 463
Chathuri Chandrasiri +94 11-2 039 272 / +94 712 791 246

By Order of the Board of
PEGASUS HOTELS OF CEYLON PLC
Carsons Management Services (Private) Limited
Secretaries

27th June 2022

REGISTRATION FORM (ANNEXURE I)

PEGASUS HOTELS OF CEYLON PLC (PQ 40)

ANNUAL GENERAL MEETING - 22ND JULY 2022

BY EMAIL/ BY POST/ BY HAND / BY MOBILE

To : Carsons Management Services (Private) Limited
Secretaries to Pegasus Hotels of Ceylon PLC
No. 61, Janadhipathi Mawatha, Colombo 1, Sri Lanka

PART 1 - Shareholder's details

Full name of Shareholder/s	
Address	
Shareholders' NIC No./ Passport No./Co. Reg. No.	
CDS Account No.	
Contact details	Residence:
	Phone No.:
Email Address (essential)	

PART 2 - Proxyholder's details

[Applicable for Shareholders who wish to appoint Proxyholders]

Full name of Proxyholder	
Proxyholder's NIC No./ Passport No.	
Proxyholder's Contact No.	Residence:
	Mobile:
Proxyholder's Email Address (essential)	

.....
Signature of the Shareholder/Proxyholder

.....
Date

NOTES:

- Please complete the form by filling in legibly the required information, signing in the space provided and filling in the date of signature.
- Please forward the completed Form **not later than 4.45 p.m. on 20th July 2022**,
 - via email to PEGAGM2022@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 20th July 2022.**
- In the case of a Company/Corporation, the Shareholder details Registration Form (**Annexure 1**) must be under its Common Seal, which should be affixed and attested in the manner prescribed by its Articles of Association.
- In the case of a Shareholder details Registration Form (**Annexure 1**) signed by an Attorney, the Power of Attorney must be deposited at the Registered Office of the Company for registration.