

# **CIRCULAR TO THE SHAREHOLDERS**

## **DISTILLERIES COMPANY OF SRI LANKA PLC (PQ 112)**

**110, NORRIS CANAL ROAD, COLOMBO 10, SRI LANKA**

Dear Shareholder/s,

### **VIRTUAL ANNUAL GENERAL MEETING OF DISTILLERIES COMPANY OF SRI LANKA PLC FOR THE FINANCIAL YEAR ENDED 31st MARCH 2023**

The Thirty Third (33rd) Annual General Meeting (AGM) of Distilleries Company of Sri Lanka PLC will be held virtually in the manner prescribed below:

#### **A. GENERAL DETAILS**

1. The thirty third (33rd) AGM of Distilleries Company of Sri Lanka PLC will be conducted from "Mini Auditorium" DCSL, No. 110, Norris Canal Road, Colombo 10, Sri Lanka at 10.00 a.m. on the 22nd day of September 2023 as a virtual meeting using a digital platform.
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual AGM.
3. The Annual report of the company for the financial year ended 31st March 2023 will be available for perusal on the company website at [www.dcsigroup.com](http://www.dcsigroup.com) and the Colombo Stock Exchange website at [www.cse.lk](http://www.cse.lk). Shareholders may also access the Annual Report on their electronic devices by scanning the below QR code.
4. If you wish to receive a printed copy of the Annual Report for the financial year ended 31st March 2023. Please complete and forward to us the Form of Request attached hereto (Annexure 1) by post to Central Depository Systems (Private) Limited, Registrar Services and Corporate Action Unit, No. 341/5, M & M Center, Kotte Road, Rajagiriya, Sri Lanka or e-mail: [thilanka@cse.lk](mailto:thilanka@cse.lk) or facsimile + 94 11 2440396

#### **B. SHAREHOLDERS PARTICIPATION**

1. The shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
2. The shareholders may also appoint any other persons other than a Director of the company as their proxy and the proxy so appointed shall participate at the meeting through audio – or audio visual means only.
3. The shareholders who wish to participate at the meeting will be able to join the meeting through audio or audio-visual means. To facilitate this process. The shareholders are required to furnish the details of the shareholder and proxy holder, if any, by perfecting Annexure II to the circular to shareholders and forward same to [vyjyanthi.corp@melsta.com](mailto:vyjyanthi.corp@melsta.com) or by facsimile on +94 11 2698718, to reach the Secretary not less than five (05) days before the date of the meeting so that the meeting login information could be forwarded to the e-mail addresses so provided. Only shareholders or their duly appointed proxy holders are requested to log in to the virtual meeting platform 30 minutes prior to the time fixed for the meeting. The company shall not be responsible or liable for misuse and /or unauthorized use of login information.
4. To facilitate the appointment of proxies specified in B.1 and B.2 above, the Form of Proxy is attached with the notice of Meeting. The duly filled Forms of Proxy should be sent to reach the Company Secretary via e-mail to [vyjyanthi.corp@melsta.com](mailto:vyjyanthi.corp@melsta.com) or facsimile on +94 11 2698718 or by post to the registered address of the company No. 110, Norris Canal Road, Colombo 10, Sri Lanka, not less than twenty four (24) hours before the time fixed for the meeting.



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## **C. SHAREHOLDERS QUERIES**

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company Secretary, via e-mail to [vyjayanthi.corp@melsta.com](mailto:vyjayanthi.corp@melsta.com) or facsimile on +94 11 2698718 or by post to the registered address of the company No. 110, Norris Canal Road, Colombo 10. Sri Lanka not less than five (05) days before the date of the meeting. This is in order to enable the Company Secretary to compile the queries and forward same for the attention of the Board of Directors so that they could be addressed at the meeting.

**For any further queries on this matter, please contact Ms. V. J. Senaratne  
Company Secretary of Distilleries Company of Sri Lanka PLC.**

Telephone : +94 11 2696098 or +94 777699431

E-mail : [vyjayanthi.corp@melsta.com](mailto:vyjayanthi.corp@melsta.com)

The Board wishes to thank the shareholders of the company for their unwavering cooperation.

Yours faithfully,

**Distilleries Company of Sri Lanka PLC**



**Ms. V. J. Senaratne**

Company Secretary

31 August 2023.

Colombo.