

EQUITY TWO PLC - PQ 34

PROCEDURE TO BE FOLLOWED AT THE ANNUAL GENERAL MEETING OF THE COMPANY SCHEDULED FOR 29TH JUNE 2022

Dear Shareholder/s,

We refer to the Notice convening the Annual General Meeting of Equity Two PLC scheduled for **Wednesday, 29th June 2022 at 2.00 p.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 3rd June 2022 to convene the AGM of the Company through an "audio-visual" technology in view of protecting 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). These measures are being adopted to observe, "social distancing" requirements to mitigate the dangers of spreading the virus.
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 27th June 2022**.
 - via email to ETWOAGM2022@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 27th June 2022.

4. INFORMATION ON PARTICIPATING THROUGH AUDIO VISUAL CONFERENCING

- 4.1 If a Shareholder/Proxyholder is to participate at the AGM 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**).
- 4.2 The Shareholders/Proxyholders are requested to use the web link which would be forwarded by the Secretaries before the AGM and should click on "**Virtual AGM 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).
- 4.3 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).
- 4.4 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 AGM Registration**".
5. 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 27th June 2022**.
6. **We encourage the Shareholders to use the email address ETWOAGM2022@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.
7. 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.

8. Shareholders/Proxyholders participating at the meeting through audio visual conferencing are required to identify themselves at the time of speaking at the AGM, during the time allotted for the participants to make any comments as directed by the 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. All of such procedures will be explained to the Shareholders/Proxyholders prior to the commencement of the Meeting.
9. The Annual Report 2021/22 and the Notice convening the Annual General Meeting (AGM), together with the Procedure to be followed at the AGM will be posted to the Shareholders, provided that the postal department is in operation at the time of posting the said documents. In the event restrictions are imposed to control the COVID-19 pandemic and the postal operations are curtailed at the time of posting, the Notice convening the AGM will be published in one issue of a daily newspaper/e-newspaper in Sinhala, English and Tamil languages.

The documents will also be made available on the Colombo Stock Exchange 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/eq2-annual-report-2021-22.pdf

10. 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 ETWOAGM2022@carcumb.com not later than 4.45 p.m. on 27th June 2022. The Board will ensure that they are discussed and addressed at the AGM, if relevant.
11. The Company intends to proceed to hold the Annual General Meeting as planned on **Wednesday, 29th June 2022 at 2.00 p.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

- We request the Shareholders/Proxyholders who wish to participate at the AGM to forward the completed **Registration Form (Annexure 1)** together with the **Form of Proxy** not later than 4.45 p.m. on 27th June 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 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 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 AGM, 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 AGM 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 ETWOAGM2022@carcumb.com:

Manel Dias +94 11-2 039 273 / +94 764 765 463

Nilushi Wijesinghe +94 11-2 039 277 / +94 712 791 246

By Order of the Board of

EQUITY TWO PLC

Carsons Management Services (Private) Limited
Secretaries

61, Janadhipathi Mawatha,
Colombo 1.
Sri Lanka

03rd June 2022

EQUITY TWO PLC - PQ 34
ANNUAL GENERAL MEETING - 29TH JUNE 2022
REGISTRATION FORM

BY EMAIL/ BY POST/ BY HAND / BY MOBILE

To : Carsons Management Services (Private) Limited
 Secretaries to
 Equity Two 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's	
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 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.**
- Please forward the completed Form **not later than 4.45 p.m. on 27th June 2022,**
 - via email to ETWOAGM2022@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 27th June 2022.

- Shareholders/Proxyholders are requested to provide their email address and the telephone numbers in the space provided in order to enable the Company to forward the login details.
- 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.
- 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 ETWOAGM2022@carcumb.com:

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