

Circular to Shareholders

ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder/s

Taking into consideration the recent Health Guideline and precautions issued by the Ministry of Health due to the COVID-19 pandemic, the Board of Directors of Softlogic Finance PLC has decided to hold the 13th Annual General Meeting (AGM) of the Company as a Virtual Meeting on Tuesday the 24th of August, 2021 at 10.30 a.m., in line with the Guidelines issued by the Colombo Stock Exchange (CSE) for hosting of Virtual AGMs.

METHOD OF HOLDING THE AGM / ELECTRONIC PLATFORM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present at the venue. All others, including shareholders, will participate via an online meeting hosted on the ZOOM platform. These measures are being adopted to observe “social distancing” requirements to mitigate the dangers of spreading the virus.

ATTENDANCE REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate (via the online meeting platform) must notify the Company of such intention by completing the attached Attendance Registration Form, which is made available on the Corporate Website of the Company and the Website of the Colombo Stock Exchange.

The duly completed Attendance Registration Form should be deposited with the Company Secretaries, Softlogic Corporate Services (Pvt) Ltd at No. 14, De Fonseka Place, Colombo 05, marked “Softlogic Finance PLC – 13th Annual General Meeting” or contact 011 5575123, 011 5575027, 0772347783 or

forward to corporateservices@softlogic.lk in order to enable the Company to receive the same by 4. 00 pm on Friday the 20th August, 2021.

Please refer to the attached Guidelines and Attendance Registration Process for the Annual General Meeting for further details in this regard.

APPOINTMENT OF PROXY HOLDERS

Due to the COVID-19 pandemic and prevailing health and safety guidelines issued by the Government of Sri Lanka, the Shareholders are encouraged to vote by Proxy through appointment of a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy.

The Form of Proxy is also made available on the Corporate Website of the Company and the Website of the Colombo Stock Exchange.

Those Shareholders who wish to appoint a Proxy should duly complete the Form of Proxy and include the details of such Proxy holder in the Attendance Registration Form as per the instructions given therein and in the attached Guidelines and Attendance Registration Process for the Annual General Meeting.

The duly completed Form of Proxy should be forwarded to the Company through the Company Secretaries, Softlogic Corporate Services (Pvt) Ltd at No. 14, De Fonseka Place, Colombo 05 marked “Softlogic Finance PLC – 13th Annual General Meeting” or contact 011 5575123, 011 5575027, 0772347783 or forward by email to corporateservices@softlogic.lk in order to enable the Company to receive the same by 4.00 pm on Friday the 20th August, 2021.

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LOGIN INFORMATION FOR PARTICIPATION VIA THE ONLINE MEETING PLATFORM

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in case of Institutional Shareholders and the Company will not be responsible or liable for any misuse. Where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid Proxy has been submitted by the Shareholder.

QUERIES OF SHAREHOLDERS

Shareholders who are unable to participate at the Virtual AGM via the designated online meeting platform are invited to forward their suggestions, questions and concerns (if any) relating to items on the Notice of Annual General Meeting to the Company Secretaries, Softlogic Corporate Services (Pvt) Ltd at No.14, De Fonseka Place, Colombo 05 [Tel: 011 5575123, 011 5575027, 0772347783] or forwarded by email to corporateservices@softlogic.lk to be received by the Company Secretaries by 4.00 p.m. on Friday the 20th August, 2021. The Board will ensure that they are discussed and addressed at the AGM, if necessary.

VOTING

Please refer to the attached Guidelines and Attendance Registration Process for the Annual General Meeting for further details in this regard.

ANNUAL REPORT 2020/21

In view of the situation prevailing in the country due to the COVID-19 pandemic, the distribution of the Annual Report 2020/21 of the Company is published and available for download on the Corporate Website of the Company and the Colombo Stock Exchange Website, and the relevant links are given below:

- (i) Corporate Website of Softlogic Finance PLC - <https://softlogicfinance.lk/financial/>
- (ii) Colombo Stock Exchange Website - <https://www.cse.lk/home/company-info/CRL.N0000/financial>

Any shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy within eight (8) market days from the date of receipt of the said request. [A Form of Request that could be used for the said purpose is enclosed], subject to prevailing situation of the Country.

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact Mr. Praveen Ranasinghe of the Company on Tel: 0112359600, email: praveen.ranasinghe@softlogicfinance.lk anytime between 10.00 a.m. and 5.00 p.m. on any working day.

DOCUMENTS ATTACHED

The following documents are attached to this Circular to Shareholders:

1. Notice of Annual General Meeting.
2. Form of Proxy
3. Guidelines and Attendance Registration Process for the Annual General Meeting
4. Attendance Registration Form
5. Request Form for a printed copy of the Annual Report
6. In CD format (Annual Report for 2020/21)

By order of the Board

(Sgd)

SOFTLOGIC FINANCE PLC

Softlogic Corporate Services (Pvt) Ltd
Company Secretaries
29th June 2021