

CIRCULAR TO SHAREHOLDERS

SOFTLOGIC FINANCE PLC

Co. Reg. No. PB 641 PQ
Level 13, De Fonseka Place,
Colombo 04

ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder/s,

We refer to the Notice convening the 14th Annual General Meeting (AGM) of Softlogic Finance PLC ("Company") appearing on the page No 203 of the Annual Report for the year ended 31st March 2022. The Board of Directors of the Company, having taken into consideration, the Guidelines issued by Colombo Stock Exchange (CSE), have decided to hold the Annual General Meeting (AGM) of the Company as a Virtual Meeting on Thursday the 29th of September, 2022 at 10.00 a.m.

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 MS TEAMS platform.

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 – 14th 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 Monday the 26th September, 2022. 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

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 – 14th 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 Monday the 26th September, 2022.

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.

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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 Monday the 26th September, 2022. 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 2021/22

The shareholders are informed of the Company's inability to forward a printed copy of the Annual Report upon request, due to the current crisis in the country and limited availability of paper in the market under the prevailing circumstances. However, as required by CSE Circular No. 4/2022 dated 27th May 2022, the Annual Report of the Company for the year ended 31st March 2022, 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:

- 1) Corporate Website of Softlogic Finance PLC - <https://softlogicfinance.lk/financial/>
- 2) Colombo Stock Exchange Website - <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CRL.N0000>

Shareholders may also access the Annual Report and Financial Statements on their mobile phones by scanning the following QR code:



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

By Order of the Board of
SOFTLOGIC FINANCE PLC

(Sgd.)
SOFTLOGIC CORPORATE SERVICES (PVT) LTD
SECRETARIES

30th August 2022