

# 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 15th Annual General Meeting (AGM) of Softlogic Finance PLC ("The Company") appearing on the page No 217 of the Annual Report for the year ended 31st March 2023. As per the provisions granted in the Articles of Association of the Company, the Board of Directors of the Company have decided to hold the Annual General Meeting (AGM) of the Company as a Virtual Meeting on Wednesday the 27th of September, 2023 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 Proxyholders 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 – 15th 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 22nd September, 2023. Please refer to the attached Guidelines and Attendance Registration Process for the Annual General Meeting for further details in this regard.

## **APPOINTMENT OF PROXYHOLDERS**

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 Proxyholder 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 – 15th Annual General Meeting" or contact 0115575123, 0115575027, 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 22nd September, 2023.

## **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.

## CIRCULAR TO SHAREHOLDERS

### 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 22nd September, 2023. 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 2022/23

The Annual Report 2022/23 of the Company is published and available for download on the corporate website of the Company and on the website of Colombo Stock Exchange. The relevant links are as follows:

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

You may also scan the QR Code given to directly access the Annual Report 2022/23.



Printed copies of the Annual Report will be made available to shareholders on request. Any shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy within eight (08) market days from the date of receipt of the said request. [A FORM OF REQUEST that could be used for the said purpose is attached herewith as Annexure].

You may forward this request via email to [prashansa.perera@softlogicfinance.lk](mailto:prashansa.perera@softlogicfinance.lk)

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact Ms. Prashansa Perera of the Company on telephone 011 2359600, Ext 7415 email: [prashansa.perera@softlogicfinance.lk](mailto:prashansa.perera@softlogicfinance.lk), anytime between 10.00 a.m. and 4.00 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. A Form of Request

By Order of the Board of  
**SOFTLOGIC FINANCE PLC**

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

28th August 2023