

GUIDELINES AND ATTENDANCE REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING VIA AUDIO VISUAL MEANS HELD ON 27TH SEPTEMBER 2023

SOFTLOGIC FINANCE PLC

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

Shareholders / Proxyholders who wish to participate in the Annual General Meeting of Softlogic Finance PLC via the Online Meeting Platform (Virtual AGM), could do so by using a smart phone or a computer. If a Shareholder/ Proxyholder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the "MICROSOFT TEAMS Mobile App" onto his /her smart phone. Similarly, if a Shareholder/Proxyholder wishes to attend the AGM via a computer, the link can be opened by downloading the "MICROSOFT TEAMS Desktop App" to the respective computer (compatible web browser: Google Chrome).

1. Shareholder who wish to participate in the Virtual AGM of Softlogic Finance PLC, either by themselves or through their Proxies, are requested to forward their details to the Company Secretaries as per the attached ATTENDANCE REGISTRATION FORM annexed to this document.
2. The duly completed and signed ATTENDANCE REGISTRATION FORM should be delivered to the Company, through the Company Secretaries, Softlogic Corporate Services (Pvt) Ltd, No. 14, De Fonseka Place, Colombo 05 marked "Softlogic Finance PLC – Annual General Meeting" or contact 0115575123, 077 2347783 and 077 8337636 or e-mail to corporateservices@softlogic.lk to be received by the Company Secretaries by 4.00 pm on 22nd September 2023. If participation in the meeting is through a Proxy, the duly completed and signed FORM OF PROXY should accompany the ATTENDANCE REGISTRATION FORM.

Note :

If a Proxy is appointed, the information set out in the ATTENDANCE REGISTRATION FORM pertaining to the Proxyholder should tally with the information indicated in the duly completed FORM OF PROXY submitted by the Shareholder.

3. The Company will verify all registration requests and identification details received as aforesaid, against the details of Shareholders set out in the Shareholders' Register and accept the registrations for the AGM if it is satisfied with the request and supporting documents (if any). Shareholders whose registration requests are accepted will receive an email confirmation from the Company acknowledging the acceptance of their request.
4. The Shareholders whose registration requests have been accepted will receive a further email from the Company 24 hours prior to the commencement of the AGM. This email will provide a web link for online registration referred to as Virtual AGM Attendance Registration. If the Shareholder has appointed a valid Proxy, this email will be forwarded to the relevant Proxyholder.
5. (i) The Shareholder/ Proxyholder are requested to use the web link which will be forwarded by the Company as referred to in 4 above and click on Virtual AGM Attendance Registration in order to complete Online Registration for the Virtual AGM.
(ii) On clicking the link "Virtual AGM Attendance Registration", Shareholders/Proxyholders will be redirected to an interface where they will be requested to enter their first name, last name, email address, re-enter email address and National Identity Card Number. (In entering these details the participants are required to ensure that correct details as included in the ATTENDANCE REGISTRATION FORM referred to in 2 above are entered in the said online Attendance Registration Process, since any mismatch will be considered as an unsuccessful log in).
(iii) After successful completion of entering of the details as referred to in 5 (ii) above, the participants are requested to click on "REGISTER" which will be prompted on their screens enabling them to receive the meeting link.

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6. The Shareholders who successfully complete their online registration as set out in 5 above, will receive the log in link for participation in the meeting referred to as "Join the Virtual AGM of Softlogic Finance PLC" and credentials.
7. In order to join the Virtual AGM, participants are required to click on "Join the Virtual AGM of Softlogic Finance PLC". In some instances, the system calls for the credentials and if that is required, please enter the credentials to gain access to the Virtual AGM.
8. On completion of this process, you will be directed to the VIRTUAL AGM MICROSOFT TEAMS Platform, where you can participate in the AGM.

It is recommended that the Shareholders / Proxyholders complete the process outlined in 5,6,7 and 8 above and join the AGM at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active thirty (30) minutes before the time appointed for the commencement of the meeting.

9. Shareholders/Proxyholders may use the Q&A tab or the Hand Raise  icon appearing on the screen respectively, to submit their questions or concerns in typed format or verbally. The system will allow a pop-up message to unmute the microphones.
10. When declaring the voting on a resolution, Chairman will take into account the voting of the Shareholders/ Proxyholders participating virtually.
11. In a situation where a Poll is demanded and Shareholders are required to vote on the Poll, a mechanism similar to that referred to for voting, will be applicable. This will be moderated by the Chairman of the meeting.

It is advised to check the online AGM access at least 3 hours prior to the meeting and also ensure that your devices have an audible sound system so that you could participate in the AGM comfortably.