

# AITKEN SPENCE PLC – (PQ 120)

315, VAUXHALL STREET, COLOMBO 02, SRI LANKA  
72<sup>ND</sup> ANNUAL GENERAL MEETING 2023/2024

The Seventy Second (72<sup>nd</sup>) Annual General Meeting (AGM) of Aitken Spence PLC will be held virtually in the manner prescribed below.

## A. GENERAL DETAILS

1. The Seventy Second (72<sup>nd</sup>) AGM of Aitken Spence PLC will be conducted at No. 315, Vauxhall Street, Colombo 02 on Tuesday, 06<sup>th</sup> August 2024 at 10.00 a.m., as a virtual meeting using a digital platform.
2. In order to comply with Rule 9.8.1 and 9.9 of the Listing Rules of the Colombo Stock Exchange on Corporate Governance, Special Resolutions to amend the Articles of Association of the Company will be proposed at the forthcoming Annual General Meeting (Refer Agenda Item 2.1 and 2.2 of the detailed Notice of Meeting).
3. The AGM will be held in accordance with the guidelines issued by the Colombo Stock Exchange (CSE) for the hosting of a virtual AGM.
4. If you wish to receive a printed copy of the Annual Report for the Financial Year 2023/2024, please complete and forward us the Form of Request by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 or e-mail to [nurani@aitkenspence.lk](mailto:nurani@aitkenspence.lk) or facsimile on +94 11 2445406. The Company will forward a printed copy of the Annual Report to the shareholders requesting such printed copy within eight (8) Market Days from the date of receipt of such written request.

**\* The Annual Report of the Company for the Financial Year 2023/2024, the detailed Notice of Meeting and the Form of Request for a hard copy of the Annual Report are available on the Company website on [www.aitkenspence.com](http://www.aitkenspence.com), the Colombo Stock Exchange website on [www.cse.lk](http://www.cse.lk) and the social media sites of the Company. Said documents can also be accessed via the QR Code provided at the bottom of this page.**

## B. SHAREHOLDER PARTICIPATION

1. The shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
2. The shareholders may also appoint any other persons other than a Director of the Company as their proxy and the proxy so appointed shall participate at the meeting through **audio or audio visual means only**.
3. The shareholders who wish to participate at the meeting will be able to join the meeting through **audio or audio visual means only**. To facilitate this process, the shareholders are required to furnish their details by perfecting **The Form of Registration** and forward same to reach the Company Secretaries via e-mail to [nurani@aitkenspence.lk](mailto:nurani@aitkenspence.lk) or facsimile on +94 11 2445406 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 02 **not less than five (05) days before the date of the meeting** so that the **meeting login information** could be forwarded to the e-mail addresses so provided.
4. To facilitate the appointment of proxies as specified in B.1 and B.2 above, duly filled **Form of Proxy** should be sent to reach the Company Secretaries via e-mail to [nurani@aitkenspence.lk](mailto:nurani@aitkenspence.lk) or facsimile on +94 11 2445406 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 2, **not less than forty eight (48) hours before the time fixed for the meeting**.

**\* The Form of Registration and the Form of Proxy are available on the Company website on [www.aitkenspence.com](http://www.aitkenspence.com), the Colombo Stock Exchange website on [www.cse.lk](http://www.cse.lk) and the social media sites of the Company. The Forms can also be accessed via the QR Code provided at the bottom of this page.**

## C. SHAREHOLDERS' QUERIES

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company Secretaries, via e-mail to [nurani@aitkenspence.lk](mailto:nurani@aitkenspence.lk) or facsimile on +94 11 2445406 or by post to the registered address of the Company No. 315, Vauxhall Street, Colombo 2, **not less than five (5) days before the date of the meeting**. This is in order to enable the Company Secretaries to compile the queries and forward same to the attention of the Board of Directors so that such queries could be addressed at the meeting.


For any further queries on this matter, please contact Ms. Nurani Dissanayake at the Company Secretarial Division of Aitken Spence Corporate Services (Private) Limited.

Telephone : +94 11 2308308 (ext. 5754)  
E-mail : [nurani@aitkenspence.lk](mailto:nurani@aitkenspence.lk)

The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

Yours faithfully

**AITKEN SPENCE CORPORATE SERVICES (PRIVATE) LIMITED**  
Secretaries to AITKEN SPENCE PLC



Benjamin Poopalapillai  
Assistant Vice President - Company Secretarial Division



<https://aitkenspence.com/corporate-governance/integrated-reporting-financials>

15<sup>th</sup> July 2024  
Colombo