

EX-PACK CORRUGATED CARTONS PLC
Company No. PQ 00250068
No. 11 A, Milepost Avenue, Colombo 03, Sri Lanka

CIRCULAR TO SHAREHOLDERS
ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder/s.

Taking into consideration the prevailing restrictions in the country, the Board of Directors of Ex-Pack Corrugated Cartons PLC has decided to hold the Annual General Meeting (AGM) as a Virtual Meeting on 30th September 2022 at 9.00 am , in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs and on the assumption that no curfew will be in force on that date and that there would be no restrictions imposed by the authorities on conduct of meetings.

METHOD OF HOLDING THE AGM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the Board Room. All others, including shareholders, will participate via an online meeting hosted on the ZOOM platform due to the prevailing condition in the country.

REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate via audio visual conferencing technology means should notify the Company of such intention by completing the REGISTRATION FORM.

The duly completed REGISTRATION FORM should be deposited at the registered office of the company at No. 11 A, Milepost Avenue, Colombo 03 or forward to latiff@expack.lk in order to enable the Company to receive the same **on or before the end of 27th September 2022.**

APPOINTMENT OF PROXY HOLDERS

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 will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange and those Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be deposited with the registered office of the company at No. 11 A, Milepost Avenue, Colombo 03, Sri Lanka or forwarded by email to latiff@expack.lk by 48 hours before the AGM.

PARTICIPATION VIA AN ONLINE MEETING PLATFORM

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in the 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.

Shareholders can send in their queries, if any, to latiff@expack.lk forty eight hours (48) prior to the commencement of the meeting.

VOTING

Voting on the items on the Agenda will be registered by using an online e-ballot platform. All such procedures will be explained to the Shareholders prior to the commencement of the meeting.

COPIES OF THE ANNUAL REPORT 2021/2022

Further to the circular no. 04/2022 issued by the Colombo Stock Exchange dated 27th May 2022 with regard to the circulation of the Annual Report in printed form, in the light of current prevailing conditions, the Company shall make available the Annual Report on the affairs of the Company for the financial year ending 31st March 2022 only in digital form which can be downloaded from the following websites;

1. Company Website – <https://www.expack.lk/reports>
2. Colombo Stock Exchange - <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=PACK.N0000>

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



In the event that you require assistance in accessing the websites, you may contact the following persons any time between 8.30 am and 5.00 pm any working day, on the following contact numbers.

<u>Name</u>	<u>Contact Telephone number</u>
Mr. Abdul Latiff Ahamed	077 344 2189
Mr. Mohamed Shamil	077 304 7986

In addition to the Annual Report, below mentioned documents can be downloaded via the aforementioned website links;

- a) Notice of Meeting
- b) Form of Proxy
- c) Guidelines and Registration Process to join the AGM virtually
- d) Registration Form for the AGM

By order of the Board
Sgd.
Business Intelligence (Private) Limited
Secretaries

30th August 2022

EX-PACK CORRUGATED CARTONS PLC
GUIDELINE AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING (AGM)
VIA ONLINE MEETING PLATFORM

1. Shareholders are required to join the virtual AGM by clicking on the meeting link and user credentials sent by Ex-Pack Corrugated Cartons PLC via email.
2. The request to register name for online participation via online meeting platform should be delivered to the registered office of the company at No. 11 A, Milepost Avenue, Colombo 03, Sri Lanka or emailed to latiff@expack.lk along with the required registration information as per the **REGISTRATION FORM on or before the end of 27th September 2022.**
3. The information received from a Shareholder pertaining to his/her Proxyholder should tally with the information indicated in the duly completed Form of Proxy submitted by the shareholder in order for the meeting link and user credentials to be shared by the Company with the Proxyholder.
4. Ex-Pack Corrugated Cartons PLC will verify all the registration requests and identification details received with the Shareholders register and accept the registrations for AGM if it is satisfied with the request and supporting documents. Once the registration is accepted, Shareholders will receive an email confirmation acknowledging the registration.
5. The Shareholders whose online participation request has been accepted will receive a separate email containing the meeting link and user credentials from Ex-Pack Corrugated Cartons PLC prior to the commencement of the AGM.
6. If a Shareholder/Proxyholder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the “**Zoom Mobile App**” onto his/her smart phone. Similarly if a Shareholder/Proxyholder wishes to attend the “Virtual AGM” via a desktop computer, the link can be opened by downloading the “**Zoom Desktop App**” to the respective desktop computer (Compatible web browser: **Google Chrome**).
7. The Shareholders/Proxyholders are requested to use the web link which will be forwarded by the Company and click on “**Virtual AGM Registration**” in order to log in to the meeting.
8. Participants are required to click on “**Join the Virtual AGM of Ex-Pack Corrugated Cartons PLC.**”
9. It is recommended to join the meeting at least ten (10) minutes before the start of the AGM.
10. Once the credentials are inserted, he/she will be directed to the Virtual AGM Zoom Platform.
11. Shareholders/Proxyholders may use the **Hand Raise** (👏) icon appearing on the screen to cast their vote and 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.
12. When declaring the position of a resolution, Chairman will take into account the voting of the Shareholders/Proxyholders participating virtually.
13. In a situation where Shareholders’ voting is required for a poll, the same mechanism will be applicable. This will be moderated by the Chairman of the meeting.
14. It is advised to check the online AGM access at least 3 hours prior and ensure that your devices have an audible sound system so that you could be a part of the AGM comfortably.