

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,

The Board of Directors of Ex–Pack Corrugated Cartons PLC has decided to hold the Annual General Meeting (AGM) as a Virtual Meeting on 26th September 2023 at 9.00 am , in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs.

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.

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 22th September 2023.**

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 2022/2023

The Annual Report and the Financial Statements of the Company are available on the following websites and the relevant links are given below enabling all the shareholders to access such Annual Report and Financial Statements.

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.



Should a Shareholder wish to obtain a printed copy of the Annual Report, they may send a written request to the Registered Office of the Company by filling the request form attached herein. A copy of the Annual Report will be forwarded by the Company within eight (08) market days from the date of receipt of the request.

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
- e) Request Form for the printed copy of the Annual Report

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

28th August 2023

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 22nd September 2023.**
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.

EX-PACK CORRUGATED CARTONS PLC
FORM OF REQUEST

**For a printed copy of the Annual Report of Ex-Pack Corrugated Cartons PLC
for the year ended 31 March 2023**

TO : Ex-Pack Corrugated Cartons PLC
No. 11 A, Milepost Avenue,
Colombo 03,
Sri Lanka.

I/We hereby request for a printed copy of the Annual Report of Ex-Pack Corrugated Cartons PLC for the year ended 31 March 2023.

Details of the Shareholder/s

Full Name:	
National Identity Card/ Passport/Company Registration Number:	
Contact Telephone Number:	
Address:	

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In addition to the printed copy of the Annual report, if you require a copy of Notice of meeting together with the Form of Proxy kindly indicate with a "X" in the box .

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Signature of Shareholder/s

.....
Date

Contact details of Ex-Pack Corrugated Cartons PLC

Tele : 077 3442189

Email : Latiff@expack.lk