

Form of Proxy

CEYLON HOTELS CORPORATION PLC- PB 3283
No. 327, Union Place, Colombo 2

I/We

(NIC No.) of.....

being a member/members of Ceylon Hotels Corporation PLC, hereby

appoint:.....of.....

- Mr. Lakshman Samarasinghe of Colombo (or failing him)
- Mr. Sanjeev Gardiner of Colombo (or failing him)
- Mr. Priyantha Maddumage of Colombo (or failing him)
- Mr. Kuvera De Zoysa of Colombo (or failing him)
- Mr. Mangala Boyagoda of Colombo (or failing him)
- Mr. Kamantha Amarasekara of Colombo (or failing him)
- Mr. Ajith Devasurendra of Colombo (or failing him)
- Mr. Ranil Pathirana of Colombo (or failing him)
- Mr. Shalike Karunasena of Colombo

as my/our Proxy to represent and speak and vote for me/us* and on my/our behalf at the Annual General Meeting of the Company to be held on 24th September 2021 and at any adjournment thereof and at every poll which may be taken in consequence thereon.

I/We* the undersigned, hereby direct my/our* proxy to speak and vote for me/us and on my/our behalf on the resolution set out in the Notice convening the meeting, as follows:

		For	Against
1.	To receive, consider and adopt the Annual Report of the Board of Directors the Audited Accounts for the year ended 31st March 2021 and Report of the Auditors thereon.		
2.	To re-elect Mr. Sanjeev Gardiner who retires by rotation and is eligible for re- election		
3.	To re-elect Mr. Priyantha Maddumage who retires by rotation and is eligible for re- election		
4.	To re-elect Mr. Kuvera De Zoysa who retires by rotation and is eligible for re- election		
5.	To re-elect Mr. Lakshman Samarasinghe as a Director of the Company in terms of Section 211 of the Companies Act No.07 of 2007		
6.	To re-elect Mr. Mangala Boyagoda as a Director of the Company in terms of Section 211 of the Companies Act No. 07 of 2007		
7.	To re-appoint Messrs, KPMG the retiring Auditors and authorize the Directors to fix their remuneration.		
8.	To authorize the Directors to determine donations for the Year 2021/2022 and up to the date of the next Annual General Meeting.		

In witness my/our* hands thisday of.....Two Thousand and Twenty One.

.....
Signature

Notes:

* Instructions as to completion appear overleaf.
Please indicate with and "x" in the space provided, how your Proxy is to vote on the Resolutions. If no indication is given, the Proxy in his discretion will votes as he thinks fit.

INSTRUCTIONS FOR COMPLETION

1. Kindly perfect the Form of Proxy by filling in legibly your full name, address and the National Identity Card number and by signing in the space provided and filling in the date of signature.
2. The completed Form of Proxy should be deposited at Company Secretaries and Registrars, Messrs Accounting Systems Secretarial Services (Private) Limited, Level 03, No.11, Castle Lane, Colombo 4 not later than 48 hours prior to the date of the meeting.
3. If you wish to appoint a person other than the Chairman or a Director of the Company, please insert the relevant details at the space provided (above the names of the Board of Directors) on the Proxy Form.
4. If the Form of Proxy is signed by an Attorney, the relative Power of Attorney should accompany the Form of Proxy for registration if such Power of Attorney has not already been registered with the Company.
5. If the appointor is a Company/ Incorporated body this Form must be executed in accordance with the Articles of Association/ Statute.

Circular to Shareholders

30th August 2021

Dear Shareholder,

REQUEST FOR A PRINTED ANNUAL REPORT 2020/2021

The Annual Report of Ceylon Hotels Corporation PLC is published and available for download on the corporate website of the Company www.chcplc.com and also on the Colombo Stock Exchange website www.cse.lk

However, if a shareholder makes a written request for a printed copy of the Annual Report, a printed Annual Report will be sent within 8 Market Days of receipt of any request. A form of request is attached below for your convenience. For any clarifications on the Annual Report please contact, Buddhika Wijesekera on Tel 0117657914 during working hours or preferably via email to buddhika.wijesekera@gardiner-group.com

By order of the Board of
Ceylon Hotels Corporation PLC
Accounting Systems Secretarial Services (Private) Limited
Company Secretaries

..... 2021

Company Secretary
Ceylon Hotels Corporation PLC
Accounting Systems Secretarial Services (Private) Limited
Level 03, No:11, Castle Lane, Colombo 4

Ceylon Hotels Corporation PLC - Request for a Printed Copy of the Annual Report 2020/2021

I/We hereby request you to forward to me/us a printed copy of the Annual Report of Ceylon Hotels Corporation PLC for the year 2020/2021 as per details given below.

Full Name:	
NIC/Passport No.	
Company Registration No.	
Address	
Contact Number & E-mail	

.....
Date

.....
Signature

Note :

- 1) The Form of Request should be filled in legibly, signed and dated.
- 2) In the event of joint shareholders, the Form may be executed by the registered Principal Shareholder.
- 3) In the event the shareholder is a Company, the Form may be executed under the common seal of the Company or by a duly authorized representative.

Supplementary Notice to Shareholders

CEYLON HOTELS CORPORATION PLC- PB 3283
No. 327, Union Place, Colombo 2

Dear Shareholder/s,

Considering the prevailing situation in the country and the restrictions enforced by the Government of Sri Lanka, the Board of Directors of Ceylon Hotels Corporation PLC (Company) has decided as per the issuance of guidelines by the CSE and legal advice received thereon, to proceed with the AGM using audio visual technology on 24th September 2021 at 9.30 am as per the Notice of Meeting of the AGM.

Please note the following procedure to be adopted in terms of the same;

1. The Annual Report, Notice of Meeting, Form of Proxy, Form of Registration and Circular to Shareholder are enclosed herewith.
2. The AGM will be held in compliance with the principles set out in the Guidelines issued by the CSE for the hosting of virtual Annual General Meetings.
3. Only the key officials who are essential for the administration of the formalities of the meeting will be physically present at the venue. Only Shareholders or proxy holders registered in advance will participate via the online meeting platform. This measure is being adopted to observe "social distancing" requirements to mitigate the danger of spreading the virus (COVID 19).
4. The shareholders referred to herein who wish to participate at the meeting through Audio/ Video and visual means should forward the duly perfected attached Registration Form (annex 01) to Accounting Systems Secretarial Services (Private) Limited, Level 3, No. 11, Castle Lane, Colombo 4 or email to disnperera@deloitte.com.
5. Adequate arrangements will be made for Shareholders who wish to participate in the AGM via the online meeting platform, with log in information being forwarded to shareholders in advance of the meeting. The Shareholders are requested to log in to the virtual meeting platform 30 minutes prior to the time fixed for the meeting.
6. Shareholders will be given opportunity to raise any questions or comments on the matters listed on the Agenda for the meeting or forward the questions in advance to the e-mail buddhika.wijesekera@gardiner-group.com
7. Voting on the items on the Agenda will be registered by using an online platform or a designated ancillary online application. All of such procedures will be explained to Shareholders prior to the commencement of the meeting.

The Board wishes to thank their Shareholders of the company for their unwavering cooperation and support to ensure a smooth and uninterrupted process at this Annual General Meeting of the Company.

By Order of the Board
CEYLON HOTELS CORPORATION PLC



Accounting Systems Secretarial Services (Private) Limited
Company Secretaries
Colombo, this 30th August 2021

Annexure I

CEYLON HOTELS CORPORATION PLC- PB 3283 – ANNUAL GENERAL MEETING REGISTRATION OF SHAREHOLDER DETAILS

To: Accounting Systems Secretarial Services (Private) Limited
Level 03, No:11, Castle Lane, Colombo 4

1. Full Name of the Shareholder :

2. Membership No. / CDS Account No :

3. Address of Shareholder :

4. NIC No./ P.P. No. / Co. Reg. No. of Shareholder :

5. Contact details of Shareholders

Telephone : Residence :

Office : Mobile :

e-mail : (Please type clearly, mandatory)

6. Names / NIC No. of Joint holder/s (If any):

i. Name : NIC No. :

ii. Name : NIC No. :

NIC No./ P.P. No. / Co. Reg. No. of the proxyholder :

7. Contact details of proxyholder

Telephone : Residence :

Office : Mobile :

e-mail : (Please type clearly, mandatory)

.....
Shareholder's Signature /Date 1st Joint holder's Signature/Date 2nd Joint holder's Signature/Date

Notes: * Instructions as to completion appear overleaf.

INSTRUCTIONS AS TO COMPLETION

- i. Shareholders are advised to complete the form legibly in order to facilitate their participation through the online platform.
- ii. The "Web Link" for participation at the AGM through the online platform will be forwarded to the Shareholder's above noted email address.
- iii. In the case of a Company/Corporation, the Registration must be under it's common seal which should be affixed and attested.
- iv. In the case of the Registration form signed by an Attorney, the Power of Attorney must be deposited at the Registered Office of the Company for registration.
- v. The instruments for registration must be completed and deposited at the Accounting Systems Secretarial Services (Private) Limited, Level 03, No:11, Castle Lane, Colombo 4, or e-mail to disnperera@deloitte.com 48 hours before the meeting.