

Circular to Shareholders

**CAPITAL ALLIANCE PLC - PQ 00252285**

**ANNUAL GENERAL MEETING – 2023**

Dear Shareholders,

The Board of Directors of Capital Alliance PLC has decided to hold its 02<sup>nd</sup> Annual General Meeting (AGM) as a Virtual Meeting on 20<sup>th</sup> September 2023, at 1.30 p.m. following the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of Virtual AGMs.

**METHOD OF HOLDING THE AGM/ELECTRONIC PLATFORM**

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the venue and all others including shareholders, will participate via an online meeting platform (Zoom).

**REGISTRATION PROCEDURE**

Those Shareholders and Proxy holders, who wish to participate via the Online Meeting Platform, should notify the Company of such intention by completing the **Registration of Shareholder Details Form** which will be made available on the **Company's Website** (<https://cal.lk/wp-content/uploads/2023/08/Instructions-as-to-attending-the-virtual-AGM.pdf>) and on the website of the Colombo Stock Exchange (<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CALT.N0000>)

Arrangements will be made for shareholders who wish to participate in the AGM via an online meeting platform, with login information being forwarded to shareholders in advance of the meeting.

In order to enable such facilities, shareholders who wish to participate in the AGM via the online meeting platform are requested to forward their details by duly completing the Registration of Shareholder Details Form and emailing it to [caltagm@cal.lk](mailto:caltagm@cal.lk) or by sending the duly completed form by post to reach the Company **48 hours prior to the time fixed for the meeting**.

**APPOINTMENT OF PROXY HOLDERS**

The Shareholders are encouraged to vote by Proxy by way of appointing a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions that are to be taken up at the meeting, which are given in the Form of Proxy. The Shareholders who wish to appoint a Proxy should duly complete the Form of Proxy and include the details of such Proxy holder in the Registration of Shareholder Details Form as per the instructions given therein.

**The Form of Proxy** is available in the Company's website  
(<https://cal.lk/wp-content/uploads/2023/08/Proxy-Form-Annual-General-Meeting-2023.pdf>)  
and the CSE website

(<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CALT.N0000>)

The duly completed Form of Proxy should be forwarded to the Company by way of emailing it to [caltgm@cal.lk](mailto:caltgm@cal.lk) or by sending the duly completed form by post to reach the Company **48 hours prior to the time fixed for the meeting.**

## **LOGIN INFORMATION FOR PARTICIPATION VIA THE ONLINE MEETING PLATFORM**

The login information will be authorized only for the use by the Individual Shareholders, Proxy holders and authorized representatives in the case of Institutional Shareholders. The Company will not be responsible or liable for any misuse of the login information. 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.

## **QUERIES OF SHAREHOLDERS**

Shareholders who are unable to participate at the virtual meeting via the designated online meeting platform are invited to forward their suggestions, questions & concerns (if any) relating to items on the agenda, to the following email address [caltgm@cal.lk](mailto:caltgm@cal.lk) or by post to reach Company **48 hours prior to the time fixed for the meeting.** The Board will ensure that they are discussed and addressed at the AGM, if relevant.

If any Shareholders who are registered for participation via online platform encounters any difficulty in connecting to the meeting, they could contact Ms. Naomi Thomson on 0112317777 or email to [caltgm@cal.lk](mailto:caltgm@cal.lk) for any assistance required.

## **VOTING**

Voting on the items on the Agenda will be conducted through the **Polling App.**

Voting on the items in the agenda will be registered by using an online meeting platform or a designated ancillary online application, which will be explained prior to the commencement of the meeting.

All individuals participating at the meeting remotely through an online meeting platform are required to identify themselves at the time of voting. Further, individuals must also identify themselves when speaking at the AGM during the time allotted for comments by shareholders as directed by the Chairman. At that point, the individual will be required to give his/her name and address for purposes of identification as a shareholder or as a proxy.

## ANNUAL REPORT 2022/2023

The Annual Report of the Company is available on the Corporate Website of the Company - <https://cal.lk/wp-content/uploads/2023/08/CALT-Annual-report.pdf> and the website of the CSE

<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CALT.N0000>

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



All documents relating to the AGM must be forwarded to the Company by post or by email to the following email address [caltagm@cal.lk](mailto:caltagm@cal.lk) 48 hours prior to the time fixed for the meeting.

The Notice of meeting, Form of Proxy and other related documents will be made available on the **Company Website** (<https://cal.lk/wp-content/uploads/2023/08/Proxy-Form-Annual-General-Meeting-2023.pdf>) and on the website of the Colombo Stock Exchange (<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=CALT.N0000>).

By Order of the Board of Capital Alliance PLC  
S S P CORPORATE SERVICES (PRIVATE) LIMITED

A handwritten signature in blue ink, appearing to read 'Dennis', with a horizontal line underneath.

SECRETARIES

28<sup>th</sup> August 2023

**Note:** For any queries regarding this Circular, please contact Ms. Naomi Thomson on 0112317777 or email to [caltagm@cal.lk](mailto:caltagm@cal.lk).

Membership No./CDS Account No/NIC

**CAPITAL ALLIANCE PLC – PQ 00252285**  
**ANNUAL GENERAL MEETING - 2023**  
**REGISTRATION OF SHAREHOLDER DETAILS**

To: Capital Alliance PLC  
 Level 5, Millenium House,  
 46/58, Nawam Mawatha,  
 Colombo 02.

1. Full Name of the Shareholder : .....

2. Shareholder's Address : .....

3. Shareholder's NIC No. / Passport No. / Co. Reg No.:

4. Shareholder's Contact No. (Residence):..... 5. Mobile:.....

6. Name of the Proxy Holder:.....

7. Proxy holder's NIC No. / Passport No. / Co. Reg No.:

8. Proxy holder's Contact No. (Residence):..... 9. Mobile:.....

10. Shareholder's/ Proxy holder's E-mail : .....

11. Participation at the AGM via an online platform: YES /NO

12. Name of Joint holder/s (If any): 1) .....

2) .....

13. National Identity card number/s of Joint holder/s:

1)

2)

\_\_\_\_\_  
 Shareholder's  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 1<sup>st</sup> Joint holder's  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 2<sup>nd</sup> Joint holder's  
 Signature

\_\_\_\_\_  
 Date

**Note:**

- Shareholders are requested to provide their email address in the space provided, in order to forward the web link if they wish to view the proceedings through an online platform.
- In the case of a Company/Corporation, the Shareholder Details Form must be under its Common Seal which should be affixed and attested in the manner prescribed by its Articles of Association.
- In case the Shareholder Details Form is signed by an Attorney, the Power of Attorney must be deposited at the Registered Office of the Company, for registration.

## **Registration process to participate in the 02<sup>nd</sup> Annual General Meeting of Capital Alliance PLC via Online Meeting Platform**

1. As mentioned in the Circular to the Shareholders and Notice of Meeting, the 02<sup>nd</sup> Annual General Meeting of Capital Alliance PLC will be held as a virtual meeting on Wednesday, 20<sup>th</sup> September 2023 at 1.30 p.m. Shareholders who wish to participate virtually via Online Meeting Platform should follow the following procedure in order to have them registered for the AGM.
2. The request to register names for online participation via Online Meeting Platform should be emailed to [caltagm@cal.lk](mailto:caltagm@cal.lk) along with the required registration information as per the Shareholder Registration Form at least forty-eight (48) hours before the AGM.
3. The information received from a shareholder pertaining to his/her Proxy holder 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 Proxy holder.
4. The Company will verify all the registration requests and identification details received with the Shareholders' register and accept the registration 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 the Company, twenty-four (24) hours prior to the commencement of the AGM.
6. If any shareholder is proposing to participate via his/her smartphone or tablet, it is necessary for him/her to download the Online Meeting App (Zoom) to his/her phone or tablet. If the participation is via desktop/laptop computer, the meeting link should be opened through a web browser.
7. If any shareholder who is registered for participation via Online Meeting Platform encounters any difficulty in connecting to the meeting, they could contact the hotline number 011 2317777 or email to [caltagm@cal.lk](mailto:caltagm@cal.lk) for any assistance required.

## **Guidelines to join the AGM via Online Meeting Platform / virtual meeting participation**

1. Shareholders are required to join the virtual AGM by clicking on the Meeting link and user credentials sent by Capital Alliance PLC via email.
2. It is recommended to join the Meeting at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active thirty (30) minutes before the start of AGM.
3. Once the link is clicked on, the shareholders will be requested to insert the credentials (username/email and password) provided to you by the Company.
4. Once the credentials are inserted, he/she will be directed to the live streaming of the AGM.
5. Once the virtual AGM has commenced, shareholders can use the "Q&A Forum" to communicate questions/concerns as and when required.
6. The Company will be posting links to all resolutions included in the agenda in the "Q&A" window of the meeting separately, as and when each resolution is taken up for voting by the Chairman. Participants are expected to open the link and insert the credentials to login to the Microsoft Forms to mark their preference using the relevant option and click the "Submit" icon enabling the Company to receive the responses when declaring the position of a resolution.
7. In a situation where shareholders' voting is required for a poll, the same mechanism will be applicable. This will be moderated by the Chair of the Meeting.
8. It is advised to check the online AGM access at least a day prior and also ensure that your devices have an audible sound system so that you could be a part of the AGM comfortably.