

## HARISCHANDRA MILLS PLC – PQ 225

### INSTRUCTIONS FOR PARTICIPATING IN THE EXTRAORDINARY GENERAL MEETING

Dear Shareholder/s,

1. The extraordinary general meeting (“EGM”) is scheduled to be held on Friday, 09<sup>th</sup> September, 2022 at 11.00 a.m. in line with the guidelines given by the Colombo Stock Exchange and the Companies Act No. 07 of 2007.
2. In the interest of protecting public health and facilitating social distancing in line with the guidelines issued by the Ministry of Health, Nutrition and Indigenous Medicine, the meeting will be held in the manner set out below:
  - i. The board of directors, the company secretary, auditors and the senior management of the company and all the shareholders, will participate in the meeting via an online meeting platform (Zoom). These measures have been adopted to observe social distancing regulations/requirements to mitigate the dangers of spread of the virus.
  - ii. The shareholders who wish to participate will be able to join the meeting though audio or audio and visual means via Zoom interface. In order for us to forward the access information necessary for participation at the meeting, please forward the duly completed registration form including your e-mail address and telephone number to No. 11, C.A. Harischandra Mawatha, Matara or corporateservices@corporateservices.lk not less than 48 hours before the time appointed for the holding of the meeting so that the login information could be forwarded.
  - iii. If the company is unable to post this Notice due to any situation beyond its control, then this Notice will be published in one issue of a daily newspaper in the Sinhala, Tamil and English languages. The Circular, Notice of Meeting together with the Form of Proxy will also be published on the website of the Colombo Stock Exchange (<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=HARI.N0000>) and the website of company ([www.harischandramills.com](http://www.harischandramills.com))
  - iv. Proxy forms should be duly completed as per the instructions given therein and sent via registered post to No. 11, C.A. Harischandra Mawatha, Matara or forwarded via e-mail to corporateservices@corporateservices.lk not less than 48 hours before the time appointed for the holding of the meeting. The proxy so appointed shall participate at the meeting through audio or audio visual means only.

- v. Shareholders who are unable to participate in the meeting via Zoom interface could send their queries, if any, to [corporateservices@corporateservices.lk](mailto:corporateservices@corporateservices.lk) 24 hours before the time appointed for the holding of the meeting and the responses to the same will be included in the minutes of the meeting.
- vi. Voting in respect of the resolutions sought to be passed will be registered by using the audio or audio and visual means on Zoom interface or a designated ancillary online application. All of such procedures will be explained to the shareholders prior to the commencement of the meeting.
- vii. Shareholders can use the “Q&A forum” to communicate any questions/concerns at the time allocated at the meeting.
- viii. For any questions, please contact Mr. C.T. Gajanayake, Chief Financial Officer via [ctgajanayake@harischandramills.com](mailto:ctgajanayake@harischandramills.com) or 041 2224702

By order of the Board

CORPORATE SERVICES (PRIVATE) LIMITED

Secretaries

HARISCHANDRA MILLS PLC

Colombo, on this 18<sup>th</sup> day of August, 2022