

## CIRCULAR TO SHAREHOLDERS

### PANASIAN POWER PLC (PV 9959 PB/PQ)

Dear shareholder/s

#### ANNUAL GENERAL MEETING

We wish to inform you that the Board of Directors of Panasian Power PLC (the Company) have decided to hold the Annual General Meeting (AGM) for the year ended 31 March 2022 virtually by using an on-line platform in the interest of protecting public health and complying with the health and safety guidelines issued by the authorities in view of the COVID-19 pandemic.

1. The AGM will be held on 20 July 2023 at 9.30 am via audio – visual means.
2. The hosting of the AGM as a virtual meeting shall be in line with the guidelines issued by the CSE and the participation of the shareholders at the AGM will be facilitated via an online meeting platform.
3. Only the Chairman, Chief Executive Officer/Executive Director, members of the Board of Directors (if available to be physically present), key officials and the Company Secretary, will be present at the venue of the meeting and all shareholders will participate in the meeting through audio and audio – visual means, as a measure to maintain “social distancing” requirements to mitigate the dangers of spreading the virus.
5. Should the shareholders wish to obtain a hard copy of the annual report, a written request should be submitted, by filling the request form enclosed herein to reach the undersigned by post to Company’s registered office situated at 4th Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114 506412. A photo copy of the Annual Report will be sent within eight (08) market days from the date of receipt of your request.
6. The notice and the proxy form, is available on the CSE website ([www.cse.lk](http://www.cse.lk)) and the Company’s official website ([www.panasianpower.com](http://www.panasianpower.com)). The duly completed Form of Proxy should be sent to reach the undersigned by post to Company’s registered office situated at 4th Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114 506412, **not less than forty – eight (48) hours, before the time fixed for the meeting.**
7. Shareholders who are unable to participate through the online meeting are encouraged to submit their proxy forms clearly indicating their preferences against the agenda item and to appoint one of the Directors of the Company, to act on their behalf in order that each shareholder’s vote may be identified and recorded as if such shareholder was present at the meeting.  
Note:  
*Any other person other than a Director (where applicable) who is appointed as a proxy by a shareholder, shall participate at the meeting through audio visual means only;*
8. Shareholders and proxy holders who will be participating via audio or audio and visual means should forward the information requested in the enclosed form to reach the undersigned by post to Company’s registered office situated at 4<sup>th</sup> Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114 506412 on or before **5.30 pm on 17 July 2023**, so that the meeting login information could be forwarded to the email addresses so provided.  
Note:  
*If a proxy is appointed by the shareholder, the information set out in the said Registration Form pertaining to the proxy holder must be consistent with the information indicated in the duly completed Form of Proxy submitted by the shareholder;*
9. The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the undersigned by post to Company’s registered office situated at 4<sup>th</sup> Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114 506412, **not less than five (05) days before the date of meeting.** This is in order to enable the Company Secretary to compile the queries and forward the same for the attention of the Board of Directors, so that they could be addressed at the meeting.

For any queries regarding this circular, please contact the undersigned via email [info@panasianpower.com](mailto:info@panasianpower.com)

**BY ORDER OF THE BOARD**

Sgd.  
Roshini Weudagedara  
Company Secretary

26 June 2023

Notes:

1. The AGM shall be held in accordance with the guidelines issued by the CSE and as per the legal advice obtained for the hosting of the virtual shareholder meetings;
2. The login information is authorized only for the use of shareholders (in the case of individuals), proxy holders and by the authorized representatives (in the case of corporates). **THE COMPANY SHALL THEREFORE WILL NOT BE LIABLE FOR MISUSE AND/OR UNAUTHORIZED USE OF THE LOG IN INFORMATION;**
3. In case of proxy holders, please note that the login information will only be shared with those in whose favor a valid proxy has been submitted by the shareholder;
4. Voting in respect of the items of business of the agenda will be by using an online platform. The relevant voting procedure will be explained to the shareholders at the meeting;

Encl : Form of request for annual report hard copy;  
Registration form for online participation;

**FORM OF REQUEST**

**To:** Company Secretary  
Panasian Power PLC  
4<sup>th</sup> Floor,  
BTL Building,  
45/2, Braybrooke Street,  
Colombo 02  
Tel : 0114501200  
Fax : 0114 506412

**PANASIAN POWER PLC - REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT - 2022/2023**

We refer to your Circular to the Shareholders dated 26 June 2023.

Please forward a printed copy of the “Annual Report” for the Financial Year ended 31 March 2023.

My/Our details are as follows:

|  |  |
|--|--|
| Full Name of the Shareholder                             |  |
| Folio No. as appears in the address label                |  |
| Shareholder/s NIC/Passport No./ Company Registration No. |  |
| CDS Acct. No   |  |
| Address  |  |
| Contact Number   |  |

.....

.....

Signature of the Shareholder/s

Date

**Notes:**

- (1) Kindly perfect the Form of Request by filling in legibly all the details, address and by signing in the space provided; Please fill in the date of signature;
- (2) If the Form of Request is signed by an Attorney, the relevant Power of Attorney should accompany the Form of Request;
- (3) If the request is made by a Company or Corporation, this form must be executed under the common seal or be signed by its Attorney or by an Officer authorized to do so on behalf of such company/ corporate body;
- (4) In the case of a joint shareholding, the request may be executed by the Principal holder;
- (5) Please send the duly completed Form of Request by post to Company’s registered office situated at the 4<sup>th</sup> Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114 506412;

**REGISTRATION FORM FOR ONLINE PARTICIPATION**

To: Company Secretary  
 Panasian Power PLC  
 4th Floor,  
 BTL Building,  
 45/2, Braybrooke Street,  
 Colombo 02

**PART 01 – DETAILS OF SHAREHOLDERS**

|  |                   |
|--|-------------------|
| Full name of the shareholder (or Principal Shareholder, in the case of joint shareholding)   |                   |
| Joint shareholder (if applicable)  |                   |
| NIC No./Passport No./Company registration no.  |                   |
| Principal shareholder  | Joint shareholder |
| CDS account no.  |                   |
| Residential address  |                   |
| Contact number ( <b>Mandatory</b> )  |                   |
| Mobile   |                   |
| Residence  |                   |
| Email address ( <b>It is mandatory for the shareholder to provide this information in order to forward the log in information for the on-line meeting link</b> ) |                   |

**PART 02 – DETAILS OF PROXYHOLDERS**

|  |  |
|--|--|
| Full name of the proxyholder   |  |
| Proxyholder’s NIC No./Passport No.   |  |
| Proxyholder’s contact number ( <b>Mandatory</b> )  |  |
| Mobile   |  |
| Residence  |  |
| Proxyholder’s Email address ( <b>It is mandatory for the proxyholder to provide this information in order to forward the log in information for the on-line meeting link</b> ) |  |

I/We hereby certify that the details given above are true and accurate and are furnished for the purpose of enabling my/our online participation at the Annual General Meeting. I/ We acknowledge that the Company shall have the right to disable my/our participation in the event the above information furnished are found to be incorrect or inconsistent with shareholding records.

.....  
**Signature of the shareholder**

.....  
**Date**

Note:

1. Please note that it is **MANDATORY** for the shareholders to provide the email address in the space provided above in order to forward the login information to facilitate the online participation at the meeting; Since the AGM will be held on a virtual basis, in the event an email ID is not provided, you will not be able to participate at the virtual AGM as the Company will not be able to forward the link to you;
2. Duly filled registration forms should be forwarded by post to Company's registered office situated at 4th Floor, BTL Building, 45/2, Braybrooke Street, Colombo 02 or email to [info@panasianpower.com](mailto:info@panasianpower.com) or facsimile to 0114506412, **on or before** on or before **5.30 pm** on **17 July 2023**, so that the meeting login information could be forwarded to the email addresses so provided. **WE REGRET OUR INABILITY TO PROCESS ANY REGISTRATION FORMS RECEIVED AFTER THE DUE DATE;**
3. The Company will verify all registration requests and identification details received as aforesaid, against the details of Shareholders set out in the Shareholders' Register of the Company and accept the registrations for the Virtual AGM if it is satisfied with the request and supporting documents provided by the Shareholders (if any).

*Note: Shareholders / Proxy holder whose registration requests are accepted will receive an e-mail confirmation from the Company acknowledging the acceptance of their request.*