

# Circular to Shareholders

## LOLC DEVELOPMENT FINANCE PLC

Registration Number: PB 263 PQ  
Registered Office: No: 100/1, Sri Jayawardenapura  
Mawatha, Rajagiriya.

Dear Shareholder,

### **SIXTY FIRST ANNUAL GENERAL MEETING OF LOLC DEVELOPMENT FINANCE PLC FOR THE YEAR ENDED 2021/2022**

The 61st Annual General Meeting (AGM) of the Company for 2022 will be held on Friday, 30th September 2022 at 11.00 a.m. as an on-line meeting through audio-visual means conducted from the registered office of the Company, 100/1, Sri Jayawardenapura Mawatha, Rajagiriya in the manner prescribed below, in line with guidelines issued by the Colombo Stock Exchange taking into consideration the current situation prevailing in the country.

#### **A. METHOD OF HOLDING THE MEETING:**

1. The Board of Directors and key officials who are essential for the administration of the formalities of the meeting will be present in person at the venue of the meeting. All shareholders will participate through audio and audio-visual means.
2. Only registered shareholders and registered proxy holders will be permitted to log in and participate in the AGM on-line.
3. In view of the situation prevailing in the country and due to the limited availability of paper and related materials in the market, the distribution of the Annual Report for 2021/22 in printed form was deemed not feasible. Therefore, the Annual Report for 2021/22 can be downloaded from the corporate website of the Company and the Colombo Stock Exchange website.

The relevant links are:

[1] Corporate Website – <https://www.lolcdevelopmentfinance.com/investor-relations.html>

[2] The Colombo Stock Exchange – <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=NIFL.N0000>

Members may also access the Annual Report and Financial Statements on their electronic devices by scanning the following QR code:



## Circular to Shareholders

Sixty First Annual General Meeting of LOLC Development Finance PLC

### B. SHAREHOLDER PARTICIPATION / REGISTRATION FOR THE AGM:

1. Shareholders who wish to participate at the AGM online either by themselves or through proxy, should notify the Company of such intention. To facilitate this process the shareholders are required to furnish their details by perfecting the Registration Form in Annexure I of this Circular to the Shareholders and forward same to corporateservices@lolc.com [with the email subject titled "REGISTRATION FORM FOR LOLC DEVELOPMENT FINANCE PLC AGM 2022"] not less than 48 hours before the date of the meeting so that the meeting login information could be forwarded to the email addresses so provided.
2. The shareholders may appoint a member of the Board of Directors as his/her proxy to represent them at the AGM or any other person or representative [in the case of corporates] to participate [on-line] on his/her/its behalf . A proxy holder need not be a shareholder of the Company. A Form of Proxy is enclosed with the Notice of Meeting for this purpose, and the completed Form of Proxy must be delivered or posted to LOLC Corporate Services [Pvt] Ltd at 100/1, Sri Jayawardenapura Mawatha, Rajagiriya; or scanned and emailed to corporateservices@lolc.com or sent by facsimile on + 94 112865602 [with the email subject titled "LODF AGM PROXY"] not later than 48 hours before the time appointed for the holding of the AGM. Duly completed proxies which are submitted by shareholders up to 11.00 a.m. on 28th September 2022 will be considered valid.
3. Shareholders may send in their questions/comments on the matters listed in the Notice of AGM by email to: corporateservices@lolc.com or by facsimile on + 94 112865602 or by post to the Secretaries, LOLC Corporate Services [Pvt] Ltd, 100/1, Sri Jayawardenapura Mawatha, Rajagiriya, not less than 02 days before the date of the meeting. This is in order to enable the Company Secretaries to compile the queries and forward same for the attention of the Board of Directors so that they could be addressed at the meeting. At the AGM, the Chairman of the meeting will deal with those questions/comments which are relevant to the agenda items in the Notice of AGM.
4. Shareholders could vote their preference on the agenda items/resolutions and relevant procedures will be explained at the meeting.

For any further queries in this regard, please contact Ms Dunisha Perera attached to the Company Secretariat on.

Telephone : +94 11 5880358-9

E- mail : dunishap@lolc.com

The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

Yours faithfully,  
LOLC Development Finance PLC



LOLC CORPORATE SERVICES [PVT] LTD  
Secretaries

30th August 2022

# ANNEXURE I

## REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION

To: LOLC Corporate Services (Pvt) Ltd  
 Secretaries to LOLC Development Finance PLC  
 100/1 Sri Jayewardenapura Mawatha  
 Rajagiriya

Details of shareholder		
1. Full Name/s of Shareholder/s		
3. Address		
3. National Identity Card Number/ Company Registration number		
4. CDS Account number/s		
6. Contact number [mandatory]	Land line [residence/work]:	Mobile:
6. Email address [it is mandatory for the shareholder to provide an email address in order to forward the login information for the on-line meeting link]		
In the event a Proxy Holder is appointed by the Shareholder		
7. Name of the Proxy Holder		
8. Proxy holder/s' NIC/Passport No.		
10. Proxy holders contact No. [mandatory]	Land line [residence/work]:	Mobile:
10. Proxy holder's email[it is mandatory for the proxy holder to provide an email address in order to forward the login information for the on-line meeting link]		

Important – Only registered shareholders and registered proxy holders will be permitted to log in and participate at the AGM on-line. Duly filled Form should be scanned and emailed to : corporateservices@lolc.com or Sent by facsimile to + 94 112865602 not less than 48 hours before the meeting.

I/My Proxy holder am/is willing to participate at the AGM online: Yes  No

Signature/s & date: .....  
 Principal Shareholder                      1st Joint Holder                      1st Joint Holder

# Notice of Meeting

NOTICE IS HEREBY GIVEN THAT THE 61ST ANNUAL GENERAL MEETING of the Company will be held on 30 September 2022 at 11.00 a.m. as an on-line audio-visual meeting with arrangements for the on-line meeting platform centered at the registered office of the Company at 100/1, Sri Jayawardenapura Mawatha, Rajagiriya, for the following purposes:

1. To receive the Report of the Directors and Statement of Accounts for the year ended 31st March, 2022 with the Report of the Auditors thereon.
2. To re-elect as a Director Mr. A J L Pieris who retires by rotation in terms of Article 74 of the Articles of Association of the Company.
3. To re-elect as a Director Mr. W A R Kumara who retires by rotation in terms of Article 74 of the Articles of Association of the Company.
4. To re-appoint as auditors KPMG, Chartered Accountants for the ensuing year at a remuneration to be agreed by the Directors.
5. To approve in terms of the Companies Act No.26 of 1951 (Donations), the making of donations by the Directors as determined by them for the current financial year and until the next Annual General meeting of the Company.

By order of the Board

LOLC Development Finance PLC



LOLC Corporate Services (Pvt) Ltd  
Secretaries

30th August 2022  
Rajagiriya (in the greater Colombo)

## IMPORTANT NOTICE:

This year the Annual Report and Financial Statements of the Company are available on the:

- [1] Corporate Website - <https://www.lolcdevelopmentfinance.com/investor-relations.html> and
- [2] The Colombo Stock Exchange - <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=NIFL.N0000>

Members may also access the Annual Report and Financial Statements on their electronic devices by scanning the following QR :



For clarifications on how to download and/or access the Annual Report and Financial Statements, please contact the Secretaries on 011-25880359 during normal office hours (8.30 a.m. to 5.00 p.m.) or email [corporateservices@lolc.com](mailto:corporateservices@lolc.com).

In the event the Company is required to take any further action in relation to the Meeting, in the best interests of the Meeting attendees due to the situation prevalent in the country; and/or any communications, guidelines, directives or orders issued by the Government of Sri Lanka, Notice of such action shall be given by way of an announcement to the Colombo Stock Exchange and publication on the Company website - <https://www.lolcdevelopmentfinance.com/investor-relations.html>

# Form of Proxy

## Sixty First Annual General Meeting of LOLC Development Finance PLC

I/We ..... of .....  
.....being a member/members of the above named Company  
hereby appoint .....  
..... of ..... whom failing;

Waduthantri Dharshan Kapila Jayawardena of Colombo or failing him  
Annakkarage Jayantha Luxman Peiris of Colombo or failing him  
Wanni Achchige Rohana Kumara of Colombo or failing him  
Thamotharampillai Sanakan of Colombo or failing him  
Sunil Lankathilake of Colombo

as my/our\* Proxy to represent me/us\* at the Sixty-first (61st) Annual General Meeting of the Company to be held as an on-line meeting on 30 September 2022 at 11.00 a.m and at any adjournment thereof and at every poll which may be taken in consequence thereof.

	For	Against
1 To re-elect as a Director Mr. A J L Pieris who retires by rotation in terms of Article 74 of the Articles of Association of the Company.	<input type="checkbox"/>	<input type="checkbox"/>
2 To re-elect as a Director Mr. W A R Kumara who retires by rotation in terms of Article 74 of the Articles of Association of the Company.	<input type="checkbox"/>	<input type="checkbox"/>
3 To re-appoint as auditors KPMG, Chartered Accountants for the ensuing year at a remuneration to be agreed by the Directors.	<input type="checkbox"/>	<input type="checkbox"/>
4 To authorize the Board of Directors to determine donations.	<input type="checkbox"/>	<input type="checkbox"/>

[\*please strike off inappropriate word]

dated this ..... day of .....2022

.....  
Signature of Shareholder

NOTE:

- 1) A proxy need not be a member of the Company
- 2) Instruction as to completion appear on the reverse hereof

Please [please refer overleaf for instructions]

## Form of Proxy

**Important** - Please post or scan and email the Form of Proxy together with the following additional details as per the instructions given below.

CDS Account Number of the Shareholder (s)	
Shareholder's contact number/s	Land line (residence/work): Mobile:
Email address to which the on-line link should be forwarded to for the proxy holder's participation at the AGM	
Proxy holder's NIC number	

### INSTRUCTIONS FOR THE COMPLETION OF FORM OF PROXY

- 1 Please return the completed Form of Proxy after filling in legibly your full name and address, signing on the space provided and filling in the date of signature.
- 2 The completed Form of Proxy should either be:
  - (i) addressed to the 'Company Secretaries' and posted or hand delivered to the registered office of the Company at 100/1, Sri Jayawardenapura Mawatha, Rajagiriya;  
or
  - (ii) Scanned and emailed to the email address: corporateservices@lolc.com with the email subject titled "LODF AGM PROXY" not less than 48 hours before the time appointed for the holding of the Meeting.
3. If the Form of Proxy has been signed by an attorney, a copy of the Power of Attorney certified by a notary should accompany the completed Form of Proxy for registration, if such Power of Attorney has not already been registered with the company.