

**AMW Capital Leasing and Finance PLC**  
PB14PQ  
No.185, Union Place  
Colombo 2.

## **CIRCULAR TO THE SHAREHOLDERS**

Dear Shareholder,

### **VIRTUAL ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 24<sup>TH</sup> JUNE 2022**

The Board of Directors of the Company, having taken into consideration the health and safety guidelines issued by the authorities in view of the prevailing pandemic situation of the country, the guidelines issued by Colombo Stock Exchange (“CSE”) on holding virtual shareholder meetings through audio/visual means and in conformity with the regulatory provisions of the Articles of Associations of the Company, have decided to hold the Annual General Meeting (“AGM”) of the Company as a virtual meeting through audio/visual means using an online platform in the manner set forth below.

1. Shareholders who wish to participate in the AGM through the online platform are required to complete and forward the “Shareholder/Proxyholder Registration Form” annexed to this document as Annexure 1 together with a copy of the National Identity Card or passport of the Shareholder / Proxyholder (if a Proxy is appointed) by registered post to No.185, Union Place, Colombo 2 or email it to [ruvini.weerasinghe@amwlt.com](mailto:ruvini.weerasinghe@amwlt.com) or forward it by fax to 011-2325557 not less than 48 hours before the holding of the AGM. Shareholders are required to mandatorily provide their email address (or the email address of the Proxyholder) in the space provided in Annexure 1 in order to forward the web link if they wish to participate in the AGM through the online platform. The registered Shareholders/Proxyholders are requested to join the AGM only on the digital platform through the web link sent by the Company.
2. Shareholders who wish to submit proxies can duly complete the proxies as per the instructions given on the reverse of the Form of Proxy and send same by registered post to No.185, Union Place, Colombo 2 or forward it by fax to 011-2325557 or by email to [ruvini.weerasinghe@amwlt.com](mailto:ruvini.weerasinghe@amwlt.com) not less than 48 hours before the holding of the AGM.
3. Shareholders who wish to appoint a member of the Board of Directors as his/her Proxy to represent them at the AGM may do so by completing the Form of Proxy with their voting preferences marked against each resolution to be taken up at the AGM.
4. It is recommended that Shareholders/Proxyholders join the AGM at least fifteen (15) minutes before the start of the AGM. The digital platform will be active thirty (30) minutes before the start of the AGM.
5. Voting on items listed on the Agenda will be registered by using an online platform. Shareholders/ Proxyholders will be briefed on the procedure for voting prior to the commencement of the AGM.
6. All Shareholders/Proxyholders speaking at the AGM to vote, seek clarification or make a comment relevant to the AGM are required to identify themselves when speaking at the AGM.
7. Any Shareholder can forward his/her queries and clarifications relevant to the AGM, by registered post to the registered office of the Company, email to [ruvini.weerasinghe@amwlt.com](mailto:ruvini.weerasinghe@amwlt.com) or forward it by fax to No.011- 2325557 not less than three (3) days before the holding of the AGM. Responses in respect of such queries and clarifications may be made before or during the course of the meeting.

8. The date fixed for the AGM will not be affected even if a public holiday or curfew is declared on such date as the AGM is to be held virtually. In the event, if any further action is required to be taken by the Company in relation to the AGM notification of such change would be by way of an announcement to the Colombo Stock Exchange and by way of publication on the Company website <http://capitalleasing.lk/AnnualReports.aspx>;
9. This Document together with the Notice of Meeting, Shareholder/Proxyholder Registration Form (Annexure 1), Form of Proxy and Form of Request for the printed version of the annual report will also be published on the Company's website <http://capitalleasing.lk/AnnualReports.aspx>; and on the website of the CSE <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=AMCL.N0000>
10. If a shareholder wishes to obtain a printed copy of the Annual Report, he/she may send a written request to the registered office of the Company by filling the request form attached herewith.

**By Order of the Board**  
**AMW CAPITAL LEASING AND FINANCE PLC**



Ruvini E Weerasinghe  
Company Secretary  
Colombo  
Dated 24<sup>th</sup> May 2022

# REGISTRATION FORM

Annexure 1

**AMW CAPITAL LEASING AND FINANCE PLC**  
16th Annual General Meeting - on 24<sup>th</sup> June 2022

To: AMW Capital Leasing and Finance PLC  
No. 185, Union Place  
Colombo 02

Full Name of the Shareholder : .....

Shareholder's Address : .....

.....

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

Shareholder's Contact Nos: Residence :..... Mobile :.....

Shareholder's E mail address : .....

## If Proxy is Appointed

Full name of Proxyholder : .....

Proxyholder's NIC No./Passport No : .....

Telephone Number: Residence :..... Mobile :.....

Email Address : .....

.....  
Shareholder's signature

.....  
Date

### Notes:

1. Please perfect the Registration Form by filling in legibly your full name, address, and email, contact number, signing in the space provided and filling in the date of signature.
2. If the Registration Form is signed by an Attorney, the relevant Power of Attorney should accompany the completed Registration Form, if such Power of Attorney has not already been registered with the Company.
3. If the Shareholder is a company or corporation, the Form should be executed under its Common Seal or by a duly authorized officer of the company or corporation in accordance with its Articles of Association or Constitution.

To: GM Finance  
AMW Capital Leasing and Finance PLC  
185, Union Place  
Colombo 2.

**REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT 2021**

I/We hereby request you to forward to me/us a printed copy of the Annual Report of AMW Capital Leasing and Finance PLC for the year 2021 as per details given below, in addition to the said Report being available in the company's website.

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

.....  
Signature

.....  
Date

**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.
- 4) For any queries regarding this Form of Request please contact General Manager - Finance on 011-2446476 or on email Shanuka.Jayarathna@amwltd.com