

Circular to Shareholders

eChannelling PLC

(Company Registration No. PQ 205)
No 409, R.A.De Mel Mawatha,
Colombo-03

eChannelling PLC – ANNUAL GENERAL MEETING 2021

The Board of Directors of eChannelling PLC taking into consideration the regulations and guidelines issued by the Government of Sri Lanka due to the COVID 19 pandemic, have decided to hold the Annual General Meeting (“AGM”) of the Company as a hybrid meeting. The AGM will be held at 12.30 pm on Friday, 23rd April 2021 at Lotus, Bandaranaike Memorial International Conference Hall, Baudhaloka Mawatha, Colombo 07. The meeting will be held in line with the guidelines issued by the Colombo Stock Exchange (“CSE”) on holding virtual/hybrid meeting and the applicable laws.

METHOD OF HOLDING THE MEETING

The Chairman, certain members of the Board of Directors, Company Secretary and the senior management of the Company will be present at the venue of the meeting as specified in the Notice of meeting.

A maximum of 100 shareholders or such number of shareholders together holding fifty percent (50%) of the issued shares of the Company, whichever is higher will also be permitted to assemble physically and participate at the meeting at the place set out in the Notice of meeting either in person or by proxy.

REGISTRATION PROCEDURE

The shareholders or proxyholders who wish to participate at the meeting physically are requested to register themselves by forwarding the attached Shareholder Registration Form to the Company. The persons to participate physically at the AGM will be selected from the shareholders/proxyholders who register themselves with the Company on a first come first serve basis.

The shareholders/proxyholders who are eligible to attend the meeting physically will be informed via mail in advance. The shareholders/proxyholders who are eligible to attend the meeting physically should bring their NIC when attending the AGM. All other shareholders will be given the opportunity to participate at the meeting via the online platform.

The duly completed registration form should be deposited at the Registered Office of the Company, eChannelling PLC, No. 409, R.A.De Mel Mawatha, Colombo-03 or sent to the e-mail address agm2021@echannelling.com

HEALTH SCREENING MEASURES

Health screening measures will be carried out and maximum safety precautions will be taken at the aforesaid venue where the AGM will be physically held. All shareholders/proxyholders participating physically at the AGM are required to comply with the health and safety precautions implemented by the Company. The Company will be compelled to prohibit those shareholders/proxyholders who fail to satisfy the health screening measures from entering the meeting.

APPOINTMENT OF PROXY HOLDERS

Due to the COVID 19 pandemic and the prevailing health and safety guidelines issued by the Government, the Board of Directors encourage that shareholders appoint a member of the Board to vote on their behalf and to include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy.

PARTICIPATING VIA AN ONLINE PLATFORM

The Company will send the login information by an e-mail to the shareholders/proxyholders who wish to participate at the meeting via the online platform. Please note that the login information is authorized for the use of only the shareholders, their duly appointed proxy or authorized representative in case of institutional shareholders. The Company shall not be responsible or liable for misuse and /or unauthorized use of the login information.

Please follow the guidelines given below when participating at the meeting via the online meeting platform:

1. Shareholders are required to join the virtual AGM by clicking on the meeting link sent by eChannelling 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 the AGM.
3. Once the link is clicked on, the Shareholders will be requested to insert the Credentials [Username/ Email and Password] provided to you.
4. Once the credentials are inserted, he/she will be directed to the live streaming of the AGM.
5. All individuals participating at the meeting remotely must identify themselves when speaking at the AGM during the time allotted for comments by the shareholders. The individual will be required to give his/her name and state if he/she is a shareholder or a proxyholder.
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 such resolution is taken up for voting by the Chairman. Participants are expected to mark their preference using the relevant option and click the “submit” icon enabling eChannelling PLC to receive the responses. When declaring the position of a resolution the Chairman shall take into account the voting of the Shareholders participating virtually as well.
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.

COPIES OF THE ANNUAL REPORT 2020

The Annual Report of the Company are also available on the following websites and the relevant links are given below enabling all the Shareholders to access the Annual Report.

Corporate Website of eChannelling –

<https://www.echannelling.com/Echannelling/investorRelations>

Circular to Shareholders

Colombo Stock Exchange –

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

If you wish to receive a printed copy of the Annual Report, kindly inform the Company by completing and forwarding the request letter which is attached. A printed copy of the Annual Report will be sent to the shareholder within eight (08) market days of receipt of a written request from a shareholder.

In the event, you require assistance relating to the use of the enclosed CD-ROM or for more information, the following officers may be contacted on any working day between 9.00 a.m. to 4.00 p.m.

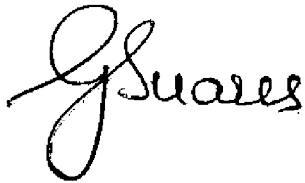
Name Contact	Telephone No.	E-mail ID	Fax No.
Mr. Sandun Randeni	(+94) 11 2 502 225	sandun@echannelling.com	(+94) 112 553 686
Mr. Jawad Sharif	(+94) 11 2 502 225	jawad@echannelling.com	(+94) 112 553 686

The following documents are attached herewith

1. Notice of Meeting
2. Form of Proxy
3. Registration Form of the AGM
4. Request Form for the printed copy of the Annual Report.

By order of the Board

eChannelling PLC



Geredene Soares

Company Secretary

26th March 2021