

## **INDUSTRIAL ASPHALTS (CEYLON) PLC**

(Company Registration No. PQ 185)

No.321, Negombo Road, Peliyagoda.

### **CIRCULAR TO SHAREHOLDERS**

#### **Dear Shareholders,**

The Colombo Stock Exchange (CSE) had issued guidelines setting out the possible approaches that may be adopted by the Listed Entities in hosting the Annual General Meetings in light of the COVID-19 pandemic.

In accordance with the said guidelines please be informed that the 57th Annual General Meeting (AGM) of Industrial Asphalts (Ceylon) PLC will be held as a **Virtual Meeting** on **Tuesday, 12<sup>th</sup> October 2021 at 3.30 p.m.** in the following manner:

#### **GENERAL DETAILS**

1. The Annual General Meeting (AGM) of the Company will be held as a **Virtual Meeting** on **Tuesday, 12<sup>th</sup> October 2021 at 3.30 p.m.** in order to transact the businesses set out in the Notice of Meeting dated 13<sup>th</sup> September 2021.
2. Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the meeting room and all others including shareholders will participate via an online meeting platform. These measures are being adopted to observe "social distancing" requirements to mitigate the dangers of spreading the virus.
3. Arrangements will be made for shareholders who wish to participate in the meeting in the AGM via an online meeting platform, with log in information being forwarded to shareholders in advance of the meeting.

In order to enable such facilities, shareholders who wish to participate in the meeting are requested to forward us their details, by duly completing the 'Registration of Shareholder Details' by way of emailing to the following address [shamila@iac.lk](mailto:shamila@iac.lk) or by post to reach the Company 48 hours prior to the time fixed for the meeting.

4. Shareholders will be given the opportunity to raise any questions or comments on the matters listed on the agenda of the meeting.
5. Voting on the items in the agenda will be registered by using an online meeting platform which will be explained prior to the commencement of the meeting.
6. All individuals participating at the meeting remotely through the online meeting platform are required to identify themselves at the time of voting. Further, individuals must also identify themselves when speaking at the Annual General Meeting (AGM) during the time allotted for comments by shareholders as directed by the Chairman. At that point, the individual will be required to give his/ her name and address for purposes of identification as a shareholder or proxy.

7. The Shareholders are also reminded that they have a right to appoint a member of the Board to act as their proxy if they so choose.
8. The Company will proceed to hold the AGM on 12<sup>th</sup> October 2021 with the shareholders who wish to participate through the online platform irrespective of whether it is declared a public holiday or curfew is imposed on that day since the aforesaid measures will enable full participation at the meeting.
9. Shareholders who are unable to participate at the Virtual Meeting via the designated online meeting platform are invited to forward their suggestions, questions and concerns on the Agenda, to the following email address [shamila@iac.lk](mailto:shamila@iac.lk) or by post to reach the Company 48 hours prior to the time fixed for the meeting.
10. The Circular to the shareholders, Notice of the Annual General Meeting, and the Form of Proxy will be made available on the Colombo Stock Exchange website - <https://www.cse.lk> and Company Corporate website - [www.iac.lk](http://www.iac.lk)

By Order of the Board of  
**INDUSTRIAL ASPHALTS (CEYLON) PLC**

**NINECAP CORPORATE SOLUTIONS (PVT) LTD**  
Company Secretaries  
13<sup>th</sup> September 2021

## **INDUSTRIAL ASPHALTS (CEYLON) PLC**

### **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the 57th Annual General Meeting (AGM) of Industrial Asphalts (Ceylon) PLC will be held as a **Virtual Meeting** on **Tuesday, 12<sup>th</sup> October 2021 at 3.30 p.m.** to transact the following businesses;

1. To receive the Report of the Board of Directors and the Audited Financial Statements of the Company for the year ended 31st March 2021 together with the Report of the Auditors' thereon.
2. To re-elect Mr. N. K. Dahanayake who retires in terms of Article 90 of the Articles of Association of the Company and offers himself for re-election as a Director.
3. To re-appoint Messrs A.I. Macan Markar & Co., Chartered Accountants, as Auditors of the Company for the ensuing year and authorize the Directors to determine their remuneration.
4. To authorize the Directors to determine and make donations.

By order of the Board of  
**Industrial Asphalts (Ceylon) PLC**

**Ninecap Corporate Solutions (Pvt) Ltd.**

Secretaries

At Colombo,

13<sup>th</sup> September 2021

#### **NOTES**

A member entitled to attend and vote at the above Meeting is entitled to appoint a Proxy to attend and vote on behalf of him/ her.

A Proxy need not be a member of the Company.

A Form of Proxy is enclosed for this purpose.

**INDUSTRIAL ASPHALTS (CEYLON) PLC**

**FORM OF PROXY**

I/We, ..... (please indicate full name) of  
..... bearing NIC No.  
..... being a member/ members of the Company, hereby appoint  
Mr/ Mrs/ Miss .....  
(please indicate full name) bearing NIC No. ....  
of .....  
..... or whom failing

- Mr. G. Ramanan                      whom failing
- Mr. N. K. Dahanayake              whom failing
- Mr. R. K. Ignatius                  whom failing
- Mr. S. Marimuthu

As my/ our proxy to represent me/ us and vote on my/ our behalf at the 57th Annual General Meeting (AGM) of the Company to be held as a **Virtual Meeting on Tuesday, 12<sup>th</sup> October 2021 at 3.30 p.m.** and at any adjournment thereof and at every poll which may be taken in consequence thereof.

**Please indicate your preference by placing a 'X' in the box of your choice against the Resolution No.**

	<b>For</b>	<b>Against</b>
1. Receiving of the Annual Report of the Board of Directors and the Audited Financial Statements of the Company for the year ended 31st March 2021 together with the Report of the Auditors thereon.	<input type="checkbox"/>	<input type="checkbox"/>
2. Re-election of Mr. N.K. Dahanayake Director who retires in terms of Article 90 of the Articles of Association of the Company and offers himself for re-election as a Director.	<input type="checkbox"/>	<input type="checkbox"/>
3. Re-appointment of Messrs A.I. Macan Markar & Co., Chartered Accountants, as Auditors of the Company for the ensuing year and authorize the Directors to determine their remuneration.	<input type="checkbox"/>	<input type="checkbox"/>
4. Authorize the Directors to determine and make donayions	<input type="checkbox"/>	<input type="checkbox"/>

Signed this ..... Day of .....

.....  
Signature

**Please provide the following details:**

Full Name of the Shareholder : .....

CDS A/C No/ NIC No/ Company Reg. No : .....

E –mail address : .....

No of Shares held : .....

Full Name of the Proxy holder : .....

Proxy holder's ID No (if not a Director) : .....

Proxy holder's E –mail address : .....

**INSTRUCTIONS FOR COMPLETION OF PROXY**

1. Please perfect the Form of Proxy overleaf, after filling in legibly your full name and address, by signing in the space provided and filling the date of signature and your National Identity Card number.
2. Please indicate with a 'X' in the cages provided how your proxy is to vote on the Resolutions. If no indication is given the Proxy in his/ her discretion may vote as he/ she thinks fit.
3. The completed Form of Proxy should be deposited at the Office of Industrial Asphalts (Ceylon) PLC, No.321, Negombo Road, Peliyagoda, 48 hours before the time appointed for the holding of the meeting.
4. If an Attorney has signed the Form of Proxy, the relative Power of Attorney should also accompany the completed Form of Proxy for registration, if such Power of Attorney has not already been registered with the Company.
5. If the Shareholder is a Company or a Corporate Body, the Proxy should be executed under its Common Seal in accordance with its Articles of Association or Constitution.
6. If there is any doubt as to how the vote is to be exercised, by reason of the manner in which the Form of Proxy has been completed, no vote will be recorded by the Form of Proxy.



13<sup>th</sup> September 2021

## **CIRCULAR TO SHAREHOLDERS**

Dear Shareholder,

### **SUBMISSION OF ANNUAL REPORT TO SHARHOLDERS**

**The Annual Report of Industrial Asphalts (Ceylon) PLC for the year ended 31<sup>st</sup> March 2021 is made available on the Colombo Stock Exchange website - <https://www.cse.lk> and Company Corporate website - [www.iac.lk](http://www.iac.lk) unless a shareholder makes a written request for a printed copy thereof.** Where such written request is received by the Company, a printed Annual Report will be sent within 8 market days of receipt of any request, subject to the prevailing circumstances.

We give below the following details for any clarifications on the Annual Report.

Contact person of the Company : Ms. Shamila Fernando  
Telephone No. : 0115 289 845  
Email Address : [shamila@iac.lk](mailto:shamila@iac.lk)

By Order of the Board of  
Industrial Asphalts (Ceylon) PLC

NINECAP CORPORATE SOLUTIONS (PVT) LTD.  
SECRETARIES

# REQUEST LETTER

..... 2021

Company Secretaries  
Industrial Asphalts (Ceylon) PLC  
NINECAP CORPORATE SOLUTIONS (PVT) LTD.  
No.321, Negombo Road,  
Peliyagoda.

Dear Sir/Madam,

## **INDUSTRIAL ASPHALTS (CEYLON) PLC REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT - 2021**

I/We hereby request you to please forward to me /us a printed copy of the Annual Report of Industrial Asphalts (Ceylon) PLC for the year ended 31<sup>st</sup> March 2021 as per details given below.

Name :

NIC No./ Company Registration No. :

Address :

Contact Number & E-mail :

.....  
Signature

.....  
Date