



**Nestlé** Good food Good life

## Circular to Shareholders

**Nestlé Lanka PLC – (PQ 20)**  
**440, T. B. Jayah Mawatha, Colombo 10, Sri Lanka**

Dear Shareholder,

### **VIRTUAL ANNUAL GENERAL MEETING OF NESTLÉ LANKA PLC FOR THE YEAR 2021**

In continuation with following the issuance of guidelines by the Colombo Stock Exchange (CSE) due to the COVID-19 pandemic situation of the country and with the interest of protecting public health and safety, the Fortieth (40th) Annual General Meeting (AGM) of Nestlé Lanka PLC will be held virtually as per the manner prescribed below:

1. Fortieth (40th) Annual General Meeting of Nestlé Lanka PLC will be held at Nestlé Lanka PLC, No. 440, T. B. Jayah Mawatha, Colombo 10, at 10.00 a.m. on Thursday 10 June 2021.
2. The AGM shall be held in compliance with the principles set out in the guidelines issued by the CSE for the hosting of a virtual AGM.
3. Only the Chairman, Managing Director, other members of the Board of Directors, Company Secretary, and the Auditors will be present in person and shareholders will participate at the meeting through audio and audio visual means.
4. The Annual Report of the Company for the year ended 31 December 2020 will be available for perusal on the Company website on <https://www.nestle.lk/investors/key-facts-and-figures>, and on the Colombo Stock Exchange website on [www.cse.lk](http://www.cse.lk).
5. If you wish to receive a printed copy of the Annual Report for the year ended 31 December 2020, please complete and forward to us the perforated form of request below by post to the registered address of the Company No. 440, T. B. Jayah Mawatha, Colombo 10, via e-mail to [keerthi.pathiraja@lk.nestle.com](mailto:keerthi.pathiraja@lk.nestle.com) or via facsimile to +94 11 4794520.
6. Further, in order to receive dividend in a timely manner, shareholders are kindly requested to update their banking information with the Company (for shareholders who hold share certificates) or to your respective stockbroker (CDS account holders) and to dematerialize physical share certificates.

For any further queries on this matter, please contact the undersigned on +941 14794595, or email [keerthi.pathiraja@lk.nestle.com](mailto:keerthi.pathiraja@lk.nestle.com)

Yours faithfully

**NESTLÉ LANKA PLC**

Keerthi Pathiraja  
Company Secretary  
30 March 2021

### **REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT 2020**

Name of Shareholder			
Address for delivery			
Folio No./CDS No.			NIC No.
Signature :			Date :