



Circular to Shareholders

26 April 2022

Dear Shareholder,

CHANGES TO THE ANNUAL GENERAL MEETING (AGM) - NESTLÉ LANKA PLC

Further to the announcements made to the Colombo Stock Exchange by Nestlé Lanka PLC on 26 April, 18 February and 23 March 2022, we write to inform you that the Board of Directors of Nestlé Lanka PLC has decided that the Annual General Meeting (AGM) of Nestlé Lanka PLC scheduled to be held on 09 June 2022 will be conducted as a Virtual Meeting on Thursday 09 June 2022 at 10.00am.

Agenda for the AGM will remain unchanged except the abovementioned change and the proxy forms already forwarded to the Shareholders for AGM will be considered valid.

As communicated previously the annual report of the Company for the year ended 31 December 2021 is available for perusal on the Company website on <https://www.nestle.lk/investors/key-facts-and-figures> . You may obtain a printed copy of the same by following the instructions given in our circular dated 23 March 2022.

Instructions as to how you may join the Virtual Annual General Meeting is detailed in the Note below which is also available in our website mentioned above for your convenience.

Thanking you

By Order of the Board
NESTLÉ LANKA PLC.

Keerthi Pathiraja
Company Secretary

Encl;

Note:

1. In the interest of protecting public health and safety, the Forty first (41st) Annual General Meeting (AGM) of Nestlé Lanka PLC will be a virtual meeting, held by participants joining in person or by proxy through audio or audio visual means only in the manner specified below:

2. The AGM is to be held in line with the guidelines given by the Colombo Stock Exchange and as per applicable laws.

3. Only the Board of Directors, the Company Secretary, and the Auditors will be present at the Head Office of Nestlé Lanka PLC, No. 440, T. B. Jayah Mawatha, Colombo 10, at 10.00 a.m. on Thursday 09 June 2022 and Shareholders are required to join online using the link to be sent to Shareholders who are registered to join the Virtual AGM.

4.(a) The Board will make necessary arrangements for shareholders who wish to participate at the AGM via an online meeting platform in person or by the duly appointed proxy, by ensuring that login information will be forwarded to them prior to the date of the AGM in the form of an audio/video link. To facilitate this process, the shareholders are required to complete the form below with their (or their duly appointed proxies') email addresses and forward same via email to keerthi.pathiraja@lk.nestle.com , or by post to Company Secretary to the Address No. 440, T. B. Jayah Mawatha, Colombo 10, not less than seven (07) days prior to the date of the meeting so that the meeting login information could be forwarded to the email address furnished.

4.b) To facilitate the appointment of proxies, the Form of Proxy has already been forwarded with the Notice of Meeting and the duly filled Forms of Proxy together with the completed form below containing email addresses of the proxy are required to be forwarded to the Company Secretary via e-mail to keerthi.pathiraja@lk.nestle.com, or by post addressed to the Company Secretary, Nestlé Lanka PLC, 440, T. B. Jayah Mawatha, Colombo 10, not less than forty eight (48) hours before the time fixed for the meeting.

4.(c) Shareholders will be required to use internet with adequate speed to avoid any disturbance during the meeting.

4.(d) Shareholders connecting from mobile devices or tablets, or through laptops connecting via mobile hotspots, may experience audio/video loss due to fluctuation of their respective networks. It is therefore recommended to use a stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

4.(e) Shareholders are kindly requested to make alternate arrangements in the event of a power-cut to continue the proceedings smoothly.

5. Shareholders' queries - If the shareholders wish to raise any queries/ questions during the meeting, they are advised to forward the same via e-mail to keerthi.pathiraja@lk.nestle.com, or by post addressed to the Company Secretary, Nestlé Lanka PLC, 440, T. B. Jayah Mawatha, Colombo 10, not less than seven (7) days prior to the date of the meeting, so that the Company Secretary will be able to compile the queries and forward same for the attention of the Board of Directors to be discussed at the meeting.

6. The shareholders who wish to speak or raise verbal questions at the meeting will be able to join the meeting through audio or audio and visual means, and to facilitate this process, they are required to send their email addresses via email to keerthi.pathiraja@lk.nestle.com, or by post addressed to the Company Secretary, Nestlé Lanka PLC, 440, T. B. Jayah Mawatha, Colombo 10, not less than seven (07) days prior to the date of the meeting so that the meeting login information could be forwarded to the email address furnished.

7. Casting of votes by shareholders- The shareholders are requested to appoint an Independent Non-Executive Director or any other Director of the Company of their choice as their proxy to represent them and vote on behalf of shareholders at the meeting.

8. The Annual Report of the Company for the year ended 31 December 2021 will be available for perusal on the Company website <https://www.nestle.lk/investors/key-facts-and-figures>.

9. The Company website, <https://www.nestle.lk/investors/key-facts-and-figures> also has a weblink in order to facilitate the shareholders to provide their information that are in the form below.

NESTLÉ LANKA PLC

41st Annual General Meeting 2022

Registration of Shareholders Details for Virtual AGM

Please provide the following details (mandatory):

Full name of Shareholder	:
NIC/PP/Company Registration No. of the Shareholder/s	:
Folio No.	:
E-mail address of the Shareholder/(s)	: