

**PMF Finance PLC**

Company Reg No: PQ 200

No. 361, 361/1, R.A.De Mel Mawatha, Colombo 03, Sri Lanka

**CIRCULAR TO SHAREHOLDERS**

Dear Shareholder,

**THIRTY NINTH (39TH) ANNUAL GENERAL MEETING OF PMF FINANCE PLC**

It is with great pleasure that the Board of Directors of PMF Finance PLC (the Company) presents the Company's Annual Report for the Financial Year ended 31st March 2023 and convenes the 39th Annual General Meeting (AGM) of the Company to be held on 26th September 2023 at 9.00 A.M online via a virtual platform.

**1.NOTICE OF ANNUAL GENERAL MEETING AND FORM OF PROXY**

The **Notice of Annual general Meeting** and the **Form of Proxy** are attached to this Circular as Annexures A and B respectively. This Circular together with the attachments thereto can be accessed on the websites of the Company and the Colombo Stock Exchange as set out in Item No. 02 below.

**2.ANNUAL REPORT FOR THE FINANCIAL YEAR 2022/23**

The Annual Report 2022/23 of the Company is published and available for download on the corporate website of the Company and on the website of Colombo Stock Exchange. The relevant links are as follows:

- 1) Company's website - <https://pmf.lk/en/>
- 2) CSEwebsite-  
<https://cse.lk/pages/companyprofile/companyprofile.component.html?symbol=PMB.N0000>

Printed copies of the Annual Report will be made available to shareholders on request.

Any shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy within eight (08) market days from the date of receipt of the said request.

Form of Request that could be used for the said purpose is attached herewith as Annexure C. You may forward this request via email to [pmfagm@pmf.lk](mailto:pmfagm@pmf.lk)

If you have any queries, please contact Ms. Diana Weligamage, Executive Secretary of PMF Finance PLC on +94 0117 666 333 (ext: 352) or Mrs. Sarah Dissanayake, Executive - Legal of Corporate Services (Pvt) Ltd on +94 0114 605182 during office hours.

By order of the Board

**Corporate Services (Private) Limited**

Secretaries

PMF Finance PLC

On this 31<sup>st</sup> day of August 2023

Annexure A

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that the Thirty-Ninth (39<sup>th</sup>) Annual General Meeting (“AGM”) of **PMF FINANCE PLC** (the “Company”) will be held on Tuesday, the 26<sup>th</sup> day of September 2023 at 9.00 a.m. online via a virtual platform for the following purposes:

1. To receive and consider the annual report of the Board of Directors on the affairs of the Company and the financial statements for the year ended 31<sup>st</sup> March 2023 together with the report of the auditors thereon.
2. To appoint Messrs. Ernst & Young (Chartered Accountants) as the Auditors of the Company in place of Messrs KPMG (Chartered Accountants) for the ensuing year and authorize the Directors to determine their remuneration.
4. To authorise the Directors to determine contributions to charities for the ensuing year.

By order of the Board,

### **CORPORATE SERVICES (PRIVATE) LIMITED**

Secretaries

**PMF FINANCE PLC**

Colombo, on this 29<sup>th</sup> August 2023

#### **Note:**

Any shareholder entitled to attend and vote at this meeting is entitled to appoint a proxy to attend and vote/speak in his/her stead and a form of proxy is sent herewith for this purpose. A proxy need not be a shareholder of the Company. A completed form of proxy must be deposited at the Head office of the Company, No.361, 361/1 R. A. De Mel Mawatha, Colombo 3, or forwarded to [pmfagm@pmf.lk](mailto:pmfagm@pmf.lk) not less than 48 hours before the time appointed for the holding of the meeting.

## Meeting Guidelines –

- (A) The meeting is to be held in line with the guidelines given by the Colombo Stock Exchange and the health authorities and as per the applicable laws.
- (B) In the interest of protecting public health and facilitating social distancing in line with the guidelines issued by the Ministry of Health, Nutrition and Indigenous Medicine, the Annual General Meeting will be held in the manner set out below:
- (i) The shareholders who wish to participate at the meeting will be able to join the meeting through audio or audio and visual means via virtual platform. In order for us to forward the access information necessary for participation at the meeting, which shall include the meeting identification number, access password, and access telephone number, please forward the duly completed registration form including your e-mail address and contact telephone number to the registered address of the **Company not less than 48 hours** before the time appointed for the holding of the meeting, so that the login information could be forwarded to the e-mail addresses so provided. These measures have been adopted to observe social distancing regulations/ requirements to mitigate the dangers of the spread of the virus.
- (ii) If the Company is unable to post this Notice due to any situation beyond its control, then this Notice will be published in one issue of a daily newspaper in the Sinhala, Tamil, and English languages and if the circumstances permit, in one issue of the Gazette. The Annual Report, Notice of Meeting, Form of Proxy, and Registration Form will also be published on the website of the Colombo Stock Exchange (<https://cse.lk/pages/companyprofile/companyprofile.component.html?symbol=PMB.N0000>) and the website of the Company (<https://pmf.lk/>).
- (iii) Proxy forms are forwarded to the shareholders together with the Notice of Meeting and Registration form. Proxy forms have been uploaded to the Company's website (<https://pmf.lk/>) and should be duly completed as per the instructions given therein and sent to the registered address of the Company or e-mailed to [pmfagm@pmf.lk](mailto:pmfagm@pmf.lk) **not less than 48 hours** before the time appointed for the holding of the meeting and the proxy so appointed shall participate at the meeting through audio or audio visual means only.
- (a) The shareholders who are unable to participate at the Annual General Meeting via Virtual platform could send their queries, if any, to the email address

[pmfagm@pmf.lk](mailto:pmfagm@pmf.lk) at any time before the meeting time and the responses to the same will be included in the minutes of the meeting.

- (b) Voting in respect of the items specified in the agenda to be passed will be registered by using the audio or audio and visual means, Zoom or a designated ancillary online application. All of such procedures will be explained to the shareholders prior to the commencement of the meeting.
- (c) Shareholders can use the “Q &A Forum” to communicate their questions/concerns as and when required.

For any questions please contact Ms. Diana Weligamage, Executive Secretary of PMF Finance PLC on +94 0117 666 333 (ext. 352) or Mrs. Sarah Dissanayake, Executive - Legal of Corporate Services (Pvt) Ltd on +94 0114 605 182 during office hours.



## INSTRUCTIONS AS TO COMPLETION

1. As provided for in Article 17(3) of the Articles of Association of the Company the instrument appointing the proxy should be in writing.
2. The full name and the address of the shareholder appointing the proxy should be legibly entered in the Form of Proxy and duly signed and dated.
3. The Proxy shall –
  - (a) in the case of an individual be signed by the shareholder or by his attorney, and if signed by an attorney, a notarially certified copy of the Power of Attorney should be attached to the completed Proxy if it has not already been registered with the Company.
  - (b) in the case of a company or corporate body, either be under its Common Seal or signed by its attorney or by an officer on behalf of that company or corporate body in accordance with the Articles of Association or the Constitution of that company or corporate body.
  - (c) In the case of joint-holders, be signed by the joint holder whose name appears first in the Register of Members.
  - (d) The completed Form of Proxy and the Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that Power of Attorney or other authority must be deposited at the Registered office of the Company, PMF Finance PLC, No.361, 361/1, R.A. De Mel Mawatha, Colombo 03 or email to [pmfagm@pmf.lk](mailto:pmfagm@pmf.lk) not less than forty-eight (48) hours before the time appointed for the holding of the meeting.
  - (e) Every alteration or addition to the Proxy must be duly authenticated by the full signature of the shareholder signing the Proxy.

**Form of Request**

**PMF FINANCE PLC**

Ms.Diana Weligamage  
Executive Secretary  
361, 361/1, R. A. De Mel Mawatha,  
Colombo 03.

I/We hereby request for a printed copy of the Annual Report of PMF Finance PLC for the financial year 2022/23.

<b>SHAREHOLDER'S DETAILS</b>	
Full name	
NIC/Passport/Company Registration No.	
Contact Number	

.....

Signature of Shareholder(s)

.....

Date

**Notes:**

1. Please complete the Form of Request legibly giving the required information, signing in the space provided, and with the date of signature.
2. In the event the shareholder is a company, the Form of Request should be signed under its Common Seal, by duly authorized officers of the Company in accordance with its Articles of Association.