

# PGP GLASS CEYLON PLC

Company No. PQ190  
No. 148, Maligawa Road, Borupana, Ratmalana

## CIRCULAR TO SHAREHOLDERS 67th ANNUAL GENERAL MEETING OF THE COMPANY

### Dear Shareholder/s,

The Board of Directors of PGP GLASS CEYLON PLC has decided to hold the 67th Annual General Meeting (AGM) as a Virtual Meeting on Tuesday, 2<sup>nd</sup> August 2022 at 11.00 a.m., in line with the guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual AGMs.

### METHOD OF HOLDING THE AGM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present in the Board Room. All others, including shareholders, will participate via an online meeting hosted on the ZOOM platform.

### REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate via audio visual conferencing technology means should notify the Company of such intention by completing the REGISTRATION FORM.

The duly completed REGISTRATION FORM should be deposited with the Company at 148, Maligawa Raod, Borupana, Ratmalana or forwarded to **agm.2022@pgpfirst.com** in order to enable the Company to receive the same by 20<sup>th</sup> July 2022.

### APPOINTMENT OF PROXY HOLDERS

The Shareholders are encouraged to vote by Proxy through appointment of a member of the Board of Directors 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.

The Form of Proxy will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange and those Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be submitted to the Company address or forwarded by email to **agm.2022@pgpfirst.com** in order to enable the Company to receive the same 48 hours prior to the meeting.

### PARTICIPATION VIA AN ONLINE MEETING PLATFORM

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in case of Institutional Shareholders and the Company will not be responsible or liable for any misuse. Where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid proxy has been submitted by the Shareholder.

Shareholders can send in their queries, if any, to **agm.2022@pgpfirst.com** on or before 25<sup>th</sup> July 2022.

### VOTING

Voting on the items on the Agenda will be registered by using an online e-ballot platform. All such procedures will be explained to the Shareholders prior to the commencement of the meeting.

## COPIES OF THE ANNUAL REPORT 2021/2022

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

1. Corporate Website of [www.pggglassceylon.com](http://www.pggglassceylon.com)
2. Colombo Stock Exchange –  
<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=GLAS.N0000>

For any queries please contact the below mentioned persons between 12 noon and 5 p.m on working days.

Name	Contact Numbers	Email Address
Ms.Sagarika Weeraparackrama	'007800200 Ext:604	sagarika.jayasundera@pgpfirst.com
Mr.T.Gunasiri	'007800200 Ext:603	tikkamige.gunasiri@pgpfirst.com

The Fax Number of the Company is **0112635484**.

Below mentioned documents are attached herewith

1. Notice of Meeting
2. Form of Proxy
3. Guidelines and Registration Process to join the AGM virtually
4. Registration Form for the AGM

In line with the CSE Circular No. 04/2022 dated 27th May 2022 please note that the Company is unable to provide a printed copy of the Annual Report this time due to the limited availability of paper in the market.

By order of the Board

**Ms.Sagarika Weeraparackrama**  
**Company Secretary & Senior Manager Legal,**  
**PGP Glass Ceylon PLC**

**10<sup>th</sup> May 2022.**