

RENUKA CITY HOTELS PLC (PQ189)
328, Galle Road, Colombo 3

CIRCULAR TO SHAREHOLDERS
VIRTUAL ANNUAL GENERAL MEETING FOR THE YEAR 2020/2021

Dear Shareholder,

The Board of Directors of Renuka City Hotels PLC has decided to hold the Annual General Meeting for the year 2020/2021 as a Virtual meeting using a digital platform in the interest of protecting public health and Complying with the health and safety guidelines issued by the authorities in view of the COVID - 19 pandemic.

Accordingly the Annual General Meeting will be conducted by the Board of Directors in the manner prescribed below:

A. GENERAL

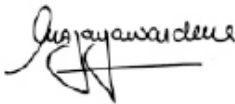
1. The 30th Annual General Meeting of Renuka City Hotels PLC will be conducted from the Conference Room, Renuka City Hotel, 328, Galle Road, Colombo 3 on 28th September 2021 at 10.30 a.m.
2. The Annual General Meeting will be held in accordance with the guidelines issued by the Colombo Stock Exchange for the hosting of a virtual AGM.
3. The Chairman, members of the Board of Directors, Key Officials and the Company Secretary will be present at the venue of the meeting in person and all the shareholders will participate in the meeting through audio visual means as a measure to maintain "social distancing" as per the issued health guidelines.
4. The Annual Report of the Company for the year ended 31st March 2021 will be available for perusal on the corporate website – <https://cdn.renukacityhotel.com/wp-uploads/annual-reports/RCH-Annual-Report-2020-2021.pdf> and on the Colombo Stock Exchange website-<https://www.cse.lk/home/company-info/RENU.N0000/financial>
5. If you wish to receive a printed copy of the Annual Report for the year ended 31st March 2021, please complete and forward the Form of Request attached hereto by post to the registered office of the company No. 328, Galle Road, Colombo 3, or by fax to facsimile no. +94 11 2574137 or email to hof@renukahotel.com.

B. SHAREHOLDER PARTICIPATION

1. Due to the COVID-19 pandemic and the prevailing health and safety guidelines issued by the Government of Sri Lanka, Shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting and to include their voting preference on the resolutions to be taken up at the meeting in the form of proxy.
2. Shareholders may also appoint any other person other than a Director of the Company as their proxy and the proxy so appointed shall participate at the meeting **only** through audio visual means.
3. Shareholders who wish to participate at the meeting will be able to join the meeting through audio visual means only. To facilitate this process, the shareholders are required to forward their details by completing the Form – Registration of Shareholder Details for Online Participation, and deliver/mail to Company Secretary, Renuka City Hotels PLC, 328, Galle Road , Colombo 3, fax to facsimile no. +94112574137 or email to am@renukahotel.com not less than five (5) days before the date of the meeting so that the meeting login information could be forwarded via the email addresses provided.
4. Shareholders are informed that if they have any queries relating to items on the agenda and any other document relating to the AGM, such queries should be sent to reach the Company in the manner specified in item B.3 above not later than 5 days prior to the date of the meeting so that they could be addressed at the meeting.
5. Voting on the items of the agenda will be registered by using an on line application. The procedure will be explained to the shareholders prior to the commencement of the meeting via email.

Yours faithfully,

RENUKA CITY HOTELS PLC



Mrs. M. A. Jayawardena

Company Secretary

26th August 2021

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the 30th Annual General Meeting of **Renuka City Hotels PLC**, will be held at the Conference Room, Renuka City Hotel, 328, Galle Road, Colombo - 3 on 28th September 2021 at 10.30 am as a Virtual meeting using a digital platform for the following purposes.

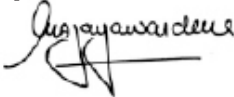
- 1) Receive and adopt the Audited Accounts for the year ended 31st March 2021 and the Reports of the Directors and Auditors.
- 2) To authorised the Directors to determine and make donations.
- 3) To re-elect Directors
 - a) To re-elect Mr. R.B. Thambiayah as a director of the Company, who retires pursuant to Section 210 of the Companies Act No. 7 of 2007.
Pursuant to section 211 of the Companies Act. special notice of the following ordinary Resolution has been received by the Company from a member of the Company.
"That Mr. R.B. Thambiayah who has reached the age of 70 years on 28th January 2015 be re-elected as a Director of the Company and it is hereby declared that the provision of section 210 of the Companies Act No. 7 of 2007 shall not apply to Mr. R.B. Thambiayah".
 - b) To re-elect Ms. N.R. Thambiayah who retires by rotation at the Annual General Meeting in terms of the Articles of Association of the Company as a Director.
 - c) To re-elect Mr. C.V. Cabraal who retires at the Annual General Meeting in terms of the Articles of Association of the Company as a Director.
- 4) To re - appoint KPMG as Auditors of the Company and authorise the Directors to determine their remuneration.

The Annual Report and financial statements of the company are available on the following websites :

C S E Website : <https://www.cse.lk/home/company-info/RENU.N0000/financials>

Company Web site : <https://cdn.renukacityhotel.com/wp-uploads/annual-reports/RCH-Annual-Report-2020-2021.pdf>

By Order of the Board,



Mrs. M. A. Jayawardena
Secretary
Renuka City Hotels PLC.

Colombo, 26th August 2021

The completed form of Proxy should be deposited at the Registered Office of the Company 328, Galle Road, Colombo 3, not later than forty eight (48) hours before the time appointed for the holding of the meeting.

FORM OF PROXY

ANNUAL GENERAL MEETING

I/We
of.....
being a Shareholder of Renuka City Hotels PLC, hereby appoint

- | | |
|-----------------------------------|------------------|
| Mr R.B. Thambiyah of Colombo | (or failing him) |
| Mrs. N.A. Thambiyah of Colombo | (or failing her) |
| Ms. S.R Thambiyah of Colombo | (or failing her) |
| Ms. A.L Thambiyah of Colombo | (or failing her) |
| Mrs. M.A Jayawardena of Colombo | (or failing her) |
| Mr. R. S. Tissanayagam of Colombo | (or failing him) |
| Ms. N.R Thambiyah of Colombo | (or failing her) |
| Mr. T. Dharmarajah of Colombo | (or failing him) |

.....of.....
.....

.....as *my/our proxy to vote on *my/our behalf
at the Annual General Meeting of the Company to be held on 28th September 2021
and at any adjournment thereof and at every poll which may be taken in
consequence of the aforesaid meeting.

FOR AGAINST

- | | | |
|--|--------------------------|--------------------------|
| 1. To receive and consider the Report of the Directors and the Audited Statement of Accounts for the year ended 31 st March 2021 with the Report of the Auditors thereon. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. To authorise the Directors to determine and make donations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. To re-elect Mr. R. B. Thambiyah who retires pursuant to section 210 of the companies Act, No. 07 of 2007. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. To re-elect Ms. N.R. Thambiyah who retires by rotation in terms of the Article of Association of the company as a Director. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. To re-elect Mr. C.V. Cabraal who retires in terms of the Article of Association of the company as a Director. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. To re-appoint M/s. KPMG, Chartered Accountants as Auditors of the Company. | <input type="checkbox"/> | <input type="checkbox"/> |

Signed this day of2021.

Signature

- *NOTE :**
1. *Please delete the inappropriate words
 2. Instructions as to completion are noted on the reverse hereof.
 3. If you wish your proxy to speak at the meeting you should interpolate the words "and to speak" immediately after the words "to vote".

INSTRUCTIONS AS TO COMPLETION

1. Kindly perfect the Form of Proxy after filling in legibly your full name and address by signing in the space provided. Please fill in the date of signature.
2. If you wish to appoint a person other than the Directors as your proxy, please insert the relevant details in the space provided overleaf.
3. In terms of Articles 82 of the Articles of Association of the Company.
 - (i) in the case of an individual shall be signed by the appointer or by his attorney; and
 - (ii) in the case of a Corporation shall be either under its common seal or signed by its attorney or by an officer on behalf of the Corporation.
4. In terms of Article 77 of the Articles of Association of the Company;

In the case of joint-holders of a share the senior who tenders a vote, whether in person or by proxy or by attorney or by representatives shall be accepted to the exclusion of the votes of the other joint-holders and for this purpose seniority shall be determined by the order in which the names stand in the Register of Members in respect of the joint holding.
5. To be valid the completed form of proxy should be deposited at the Registered Office of the Company situated at No. 328, Galle Road, Colombo 3 not less than forty eight (48) hours before the appointed time for the meeting.

RENUKA CITY HOTELS PLC (PQ189)

328, Galle Road, Colombo 3

REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION 30th ANNUAL GENERAL MEETING

To. Company Secretary
Renuka City Hotels PLC
328, Galle Road,
Colombo 3.

1. Full Name of the Shareholder/s –
Primary
Joint
2. Shareholder/s Address
.....
.....
3. Shareholder/s NIC No. / Passport No. / Co. Reg. No.
Primary
Joint
4. Shareholder's Contact No. (Residence)
(Mobile)
5. Shareholder's e-mail address

In the event a Proxy Holder is appointed:

6. Name of the Proxy Holder
7. Proxy holder's NIC No. / Passport No.
8. Proxy holder's contact No. (Residence)
(mobile)
9. Proxy holder's e-mail

Participation at the AGM – Please tick the cage below

I/My Proxy Holder am/is willing to participate at the AGM via
the online platform

Signature(s)
Principal Shareholder Joint Shareholder
Date Date

Notes:

1. It is mandatory for the shareholder/s to provide the e-mail address in the space provided above in order to forward the log in information to facilitate the online participation at the meeting.
2. Duly filled Registration of Shareholder Details Form should be forwarded/mailed to Company Secretary, Renuka City Hotels PLC, 328, Galle Road, Colombo 3, faxed to facsimile no. +94112574137 or emailed to am@renukahotel.com not less than five (5) days before the date of the meeting.

FORM OF REQUEST

To: The Head of Finance
Renuka City Hotels PLC
328, Galle Road,
Colombo 3.

RENUKA CITY HOTELS PLC REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT 2020/2021

I wish to request for a printed version of the 2020/21 Annual Report of Renuka City Hotels PLC. Please send the same by post to the address given below.

Full Name of Shareholder
NIC/Passport No./Company Registration No.
Address
Contact No.

.....
Signature

.....
Date