

SRILANKAN AIRLINES LIMITED - PB 67

GUIDELINES AND REGISTRATION PROCESS FOR THE VIRTUAL EXTRAORDINARY GENERAL MEETING (Virtual EGM) VIA ONLINE MEETING PLATFORM

Shareholders/Proxy holders who wish to participate in the **SRILANKAN AIRLINES LIMITED** Extraordinary General Meeting through **the Online Meeting Platform (virtual EGM)**, could do so by using an electronic device with the ability to use Zoom application. Example, - if a Shareholder/Proxy holder intends to join the Virtual **EGM** via a smart device, it is necessary for him/her to download the "**Zoom Mobile App**" onto his /her smart device. Similarly, if a Shareholder/Proxy holder wishes to attend the Virtual EGM via a Laptop/desktop computer, the link can be opened by downloading the "**Zoom Desktop App**" to the respective Laptop/desktop computer (compatible web browser: **Google Chrome**).

1. Shareholders who wish to participate at the Extraordinary General Meeting of **SRILANKAN AIRLINES LIMITED** via the Online Meeting Platform - either by self or their proxy are requested to forward their details to the Company Secretary as per the attached **REGISTRATION FORM**.
2. The duly completed and signed **REGISTRATION FORM** can be scanned or an image of it submitted via email to comsec@srilankan.com or facsimile to Company Secretary on +94197335112 or posted to or handed over to the Company Secretary, SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport, Katunayake not later than two (2) days before the date of the meeting.
3. If participation at the meeting is through a Proxy, the **FORM OF PROXY** should be duly completed and signed and submitted via email as a scanned document or an image to comsec@srilankan.com or facsimile on +94197335112 or posted to or handed over to the Company Secretary, SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport, Katunayake not later than 3.00 pm on 23rd June 2024, being not less than 48 hours before the time appointed for the holding of the Meeting.

Note:

If a Proxy is appointed, the information set out in the **REGISTRATION FORM** pertaining to the Proxy holder should tally with the information indicated in the duly completed **FORM OF PROXY** submitted by the Shareholder.

4. The Company will verify all registration requests and identification details received as aforesaid, against the details of Shareholders set out in the Shareholders' Register and accept the registrations for the virtual **EGM** if it is satisfied with the request and supporting documents (if any).
Shareholders whose registration requests are accepted will receive an email confirmation from the Company acknowledging the acceptance of their request.
5. The Shareholders whose registration requests have been accepted will receive a further email from the Company 24 hours prior to the commencement of the Virtual EGM. This email will provide a web link for online registration referred to as "**Virtual EGM Registration**". If the Shareholder has appointed a valid Proxy this email will be forwarded to the relevant Proxy holder.
6. (i) The Shareholders / Proxy holders are requested to use the web link, which will be forwarded by the Company as referred to in 5 above and click on the "**Virtual EGM Registration**" in order to complete online registration for the Virtual EGM.

- (ii) On clicking the link "**Virtual EGM Registration**", Shareholders/Proxy holders will be redirected to an interface where they will be requested to enter their **first name, last name, email address, re- enter email address and National Identity Card Number and Staff Number**. (In entering these details the participants are required to ensure that correct details as included in the **REGISTRATION FORM** referred to in 2 above are entered in the said online registration process, since any mismatch will be considered as an unsuccessful log in)
 - (iii) After successful completion of entering of the details as referred to in 6 (ii) above, the participants are requested to click on "**REGISTER**" which will be prompted on their screens enabling them to receive the meeting link.
7. The Shareholders who successfully complete their online registration as set out in 6 above, will receive the log in link for participation in the meeting referred to as "**Click here to Join the Virtual Meeting**" and credentials.
 8. In order to join the Virtual EGM, participants are required to click on "**Click here to Join the Virtual Meeting**". In some instances the system calls for the credentials and if that is required, please enter the credentials to gain access to the Virtual EGM.
 9. On completion of this process, you will be directed to the Virtual EGM Zoom Platform, where you can participate in the Virtual EGM.

It is recommended that the Shareholders / Proxy holders complete the process outlined in 6, 7, 8 and 9 above and join the EGM at least Forty five (45) minutes before the start of the Virtual **EGM**. The Online Meeting Platform will be active Forty five (45) minutes before the time appointed for the commencement of the meeting.

10. Shareholders/Proxy holders may use the **Q & A** tab or the **Hand Raise (👏)** icon appearing on the screen respectively, to submit their questions or concerns in typed format or verbally. The system will allow a pop up message to **unmute the microphones and to allow video options**. Shareholders are requested to submit any questions that they may have on the Resolution in advance either by email or post to the Company Secretary, SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport. Katunayake.
11. After completion of the process outlined in 8 above in respect of all eligible Shareholders and Proxy holders, to vote on the resolutions under discussion via the **Poll feature** appearing on the Zoom interface. When prompted, virtual participants can cast their vote as per their discretion directly through the **Zoom application** to vote on all resolution included in the Notice of Extraordinary General Meeting dated 17th May 2024.
12. The Company will send a pop-up Screen via Zoom for the Voting, Shareholders are requested to cast the vote as per their discretion in the given space and click "**SUBMIT**" enabling the Company to receive the responses.
13. When declaring the voting on the resolution, Chairman will take in to account the voting of the Shareholders/ Proxy holders participating virtually through the online voting system.
14. **60 seconds** will be allocated for Shareholders/ Proxy holders to cast their vote in respect of each resolution. The results will be processed and announced by the Chairman **15 seconds** after the end of the time slot allocated for voting.

15. In a situation where a Poll is demanded and Shareholders are required to vote on the Poll, a mechanism similar to that referred to for voting, will be applicable. This will be moderated by the Chairman of the meeting.

It is advised to check the Virtual EGM access at least 3 hours prior and also ensure that your devices have an audible sound system so that you could be participate in the EGM comfortably.

