

NOTICE OF MEETING

Notice is hereby given that the 41st **Annual General Meeting (Meeting) of Keells Food Products PLC** (Company) will be held as a virtual meeting on Monday, 26th June 2023 at 10.00 a.m.

The business to be brought before the Meeting will be:

1. To read the Notice convening the Meeting.
2. To receive and consider the Annual Report and Financial Statements for the Financial Year ended 31st March 2023 with the Report of the Auditors thereon.
3. To re-elect as a Director, Ms. S De Silva who retires in terms of Article 83 of the Articles of Association of the Company. A brief profile of Ms. S De Silva is contained in the Board of Directors' section in the Annual Report.
4. To re-elect as a Director, Mr. P D Samarasinghe who retires in terms of Article 83 of the Articles of Association of the Company. A brief profile of Mr. P D Samarasinghe is contained in the Board of Directors' section in the Annual Report.
5. To re-appoint Messrs. Ernst & Young, Chartered Accountants as Auditors of the Company for the year 2023/24 and to authorise the Directors to determine their remuneration.
6. To consider any other business of which due notice has been given in terms of the relevant laws and regulations.

The Annual Report and the Financial Statements of the Company are available on the:

- (1) **Corporate Website** - <https://www.keellsfoods.com/investor-relations/#financial-reports>
- (2) **The Colombo Stock Exchange Website** - [https://www.cse.lk/Search Company - Keells Food Products PLC - \(KFP.N0000\)](https://www.cse.lk/Search Company - Keells Food Products PLC - (KFP.N0000))

Members may also access the Annual Report and the Financial Statements on their electronic devices by scanning the following QR code.



By Order of the Board
Keells Food Products PLC

Hannah

Keells Consultants (Private) Limited
Secretaries

22nd May 2023

NOTICE OF MEETING

For clarifications on how to download and/or access the Annual Report and the Financial Statements, please contact Mr. Gihan Samarakkody on +94 772756890 during normal office hours (8.30 a.m. to 4.30 p.m.) or e-mail gihansa.ccs@keells.com.

Should any Members wish to obtain a hard copy of the Annual Report, they may send a written request to No.148, Vauxhall Street, Colombo 2 or facsimile No. +94 11 2447422 by filling the request form attached to the Form of Proxy. A printed copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

Notes:

- a. A Member unable to attend is entitled to appoint a Proxy to attend and vote in his/her place.
- b. A proxy need not be a member of the Company.
- c. A Member wishing to vote by Proxy at the meeting may use the Form of Proxy enclosed herein.
- d. Members are encouraged to vote by proxy through the 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.
- e. In order to be valid, the completed Form of Proxy must be lodged at the registered office of the Company at No. 117, Sir Chittampalam A. Gardiner Mawatha, Colombo 2 or forwarded to the email address: keellsconsultants@keells.com or facsimile No. +94 11 2439037 not less than 48 hours before the Meeting.
- f. A vote can be taken on a show of hands or by a poll. If a poll is demanded, each share is entitled to one vote. Votes can be cast in person, by proxy or corporate representatives. In the event an individual Member and his/her proxy holder are both present at the Meeting, only the Member's vote is counted. If the proxy holder's appointor has indicated the manner of voting, only the appointor's indication of the manner to vote will be used.
- g. Instructions as to attending the virtual Meeting are attached.

FORM OF PROXY

I/We
..... of being a shareholder/s of
Keells Food Products PLC, hereby appoint
..... of
..... or failing him/her

Mr. Krishan Niraj Jayasekara Balendra	or failing him
Mr. Joseph Gihan Adisha Cooray	or failing him
Mr. Daminda Prabhath Gamlath	or failing him
Ms. Shehara De Silva	or failing her
Mr. Pravir Dhanoush Samarasinghe	or failing him
Mr. Amal Eran Herath Sanderatne	or failing him
Mr. Indrajit Samarajiva	or failing him
Ms. Payagalage Nelindra Fernando	

as my/our proxy to represent me/us and vote for me/us on my/our behalf at the Forty First Annual General Meeting of the Company to be held on Monday, 26th June 2023 at 10:00 a.m. and at any postponement or adjournment thereof, and at every poll which may be taken in consequence thereof.

I/We, the undersigned, hereby direct my/our proxy to vote for me/us and on my/our behalf on the specified Resolution as indicated by the letter "X" in the appropriate cage:

For Against

To re-elect as a Director, Mr. S De Silva, who retires in terms of Article 83 of the Articles of Association of the Company.

To re-elect as a Director, Mr. P D Samarasinghe, who retires in terms of Article 83 of the Articles of Association of the Company.

To re-appoint the Auditors and to authorise the Directors to determine their remuneration.

Signed this day of Two Thousand and Twenty Three (2023).

.....
Signature/s of Shareholder/s

Note :

Instructions as to completion of the form of Proxy are noted on the reverse.

FORM OF PROXY

INSTRUCTIONS AS TO COMPLETION OF PROXY

1. Please perfect the Form of Proxy by filling in legibly your full name and address, signing in the space provided and filling in the date of signature.
2. The completed Form of Proxy should be deposited at the Registered Office of the Company at No.117, Sir Chittampalam A. Gardiner Mawatha, Colombo 2, or forwarded to the email address: keellsconsultants@keells.com or facsimile No. +94 11 2439037 no later than 48 hours before the time appointed for the holding of the Meeting.
3. If the Form of Proxy is signed by an Attorney, the relevant Power of Attorney should accompany the completed Form of Proxy for registration, if such Power of Attorney has not already been registered with the Company.
4. If the appointor is a company or corporation, the Form of Proxy should be executed under its Common Seal or by a duly authorised officer of the company or corporation in accordance with its Articles of Association or Constitution.
5. If this Form of Proxy is returned without any indication of how the person appointed as Proxy shall vote, then the Proxy shall exercise his/her discretion as to how he/she votes or, whether or not he/she abstains from voting.

Please fill in the following details:

Name :

Address :

Jointly with :

Share Folio No/ CDS Account No :

National Identity Card No :

KEELLS FOOD PRODUCTS PLC - (PQ 3)

117, SIR CHITTAMPALAM A. GARDINER MAWATHA, COLOMBO 02, SRI LANKA.

Dear Shareholder,

SUBMISSION OF THE 2022/23 ANNUAL REPORT TO SHAREHOLDERS

The Annual Report of Keells Food Products PLC for 2022/23, is available on

- (1) **The Corporate Website** - <https://www.keellsfoods.com/investor-relations/#financial-reports> and
- (2) **The Colombo Stock Exchange Website** - [https://www.cse.lk/Search Company - Keells Food Products PLC - \(KFP.N0000\)](https://www.cse.lk/Search Company - Keells Food Products PLC - (KFP.N0000)).

Members may also access the Annual Report and the Financial Statements on their electronic devices by scanning the following QR code.



If you wish to receive a printed copy of the Annual Report, kindly send the completed Form of Request provided overleaf to-

The Chief Financial Officer
Keells Food Products PLC,
148, Vauxhall Street,
Colombo 02,
Sri Lanka.

Alternatively, you could send a facsimile of the completed Form of Request to facsimile No.+94 11 2447422. The printed Report will be forwarded within eight (8) market days subject to the prevailing circumstance at the time from the receipt of the written request.

Please contact Mr Gihan Samarakkody on +94 11 2161710 during normal office hours or email to gihansa.ccs@keells.com if you have any queries on this matter.

Yours faithfully,

For Keells Food Products PLC

A handwritten signature in black ink, appearing to read 'Hauha'.

Keells Consultants (Private) Limited
Secretaries

22nd May 2023

FORM OF REQUEST

TO : The Chief Financial Officer
Keells Food Products PLC
148, Vauxhall Street,
Colombo 02,
Sri Lanka.

REQUEST FOR A PRINTED VERSION OF THE 2022/23 ANNUAL REPORT OF KEELLS FOOD PRODUCTS PLC

I wish to request for a printed version of the 2022/23 Annual Report of Keells Food Products PLC. Please mark (X) as appropriate.

- 1. I will collect a copy from your office
- 2. Please hand over a copy to the bearer of this form Full name of bearer
..... NIC
- 3. Please post it to my address given below;

My details are as follows:

Full Name of Shareholder	
Address	
Contact Number	
Share Folio No./CDS Account No.	
National Identity Card No.	
Email address	

.....
Signature(s) of Shareholder(s)

.....
Date

KEELLS FOOD PRODUCTS PLC - (PQ 3)

117, SIR CHITTAMPALAM A. GARDINER MAWATHA, COLOMBO 02, SRI LANKA.

INSTRUCTIONS FOR REGISTRATION AND PARTICIPATION OF SHAREHOLDERS AT THE VIRTUAL ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD THROUGH AUDIO/VISUAL MEANS MONDAY, 26TH JUNE 2023.

Dear Shareholder,

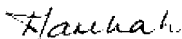
The Board of Directors of the Company, having taken into consideration the guidelines issued by Colombo Stock Exchange ("CSE") on holding virtual shareholder meetings through audio/visual means and in conformity with the regulatory provisions of the Articles of Associations of the Company, have decided to hold the Annual General Meeting ("AGM") of the Company as a virtual meeting through audio/visual means using an online platform in the manner set forth below.

1. Shareholders who wish to participate in the AGM through the online platform are required to complete and forward the "Shareholder/Proxyholder Registration Form" annexed to this document as Annexure 1, together with a copy of the National Identity Card or Passport of the Shareholder/Proxyholder (if a Proxy is appointed) by registered post to the registered office of the Company at No. 117, Sir Chittampalam A. Gardiner Mawatha, Colombo 2 or email to "keellsconsultants@keells.com" or by facsimile to +94 11 2439037 not less than 48 hours before the convening of the AGM. Shareholders are required to mandatorily provide their email address (or the email address of the Proxyholder) in the space provided in Annexure 1 in order to forward the web link if they wish to participate in the AGM through the online platform. Registered Shareholders/Proxyholders are requested to join the AGM only on the digital platform through the weblink sent by the Company.
2. Shareholders who wish to submit proxies can duly complete the proxies as per the instructions given on the reverse of the Form of Proxy and send the same by registered post to the registered office of the Company (mentioned above) or forward it by facsimile to +94 11 2439037 or by email to keellsconsultants@keells.com not less than 48 hours before the convening of the AGM.
3. Shareholders who wish to appoint a member of the Board of Directors as his/her proxy to represent them at the AGM may do so by completing the Form of Proxy with their voting preferences marked against each resolution to be taken up at the AGM.
4. It is recommended that Shareholders/Proxyholders join the AGM at least fifteen (15) minutes before the start of the AGM. The digital platform will be active thirty (30) minutes before the start of the AGM.
5. Voting on items listed on the Agenda will be registered by using an online platform. Shareholders/Proxyholders will be briefed on the procedure for voting prior to the commencement of the AGM.
6. All Shareholders/Proxyholders speaking at the AGM to vote, seek clarification or make a comment relevant to the AGM are required to identify themselves when speaking at the AGM.

7. Any Shareholder can forward his/her queries and clarifications relevant to the AGM, by registered post to the registered office of the Company (mentioned above), by email to Nelindra.ccs@keells.com or forward it by facsimile to No. +94 11 23447175 not less than three (3) days before the holding of the AGM. Responses in respect of such queries and clarifications may be made before or during the course of the Meeting.
8. The date fixed for the AGM will not be affected even if a public holiday or curfew declared on this date as the AGM will be held virtually. In the event, any further action is required to be taken by the Company in relation to the AGM, notification of such change would be by way of an announcement to the CSE and by way of publication on the Company website <https://www.keellsfoods.com/investor-relations/#supplementary-notice-to-shareholders>

By order of the Board

Keells Food Products PLC



Keells Consultants (Private) Limited

Secretaries

22nd May 2023

REGISTRATION FORM

KEELLS FOOD PRODUCTS PLC
41ST ANNUAL GENERAL MEETING - 26TH JUNE 2023

To : KEELLS FOOD PRODUCTS PLC
No. 117, Sir Chithampalam A. Gardiner Mawatha,
Colombo 02.

Full Name of the Shareholder :

Shareholder's Address :

Shareholder's NIC No./Passport No./Co. Reg. No. :

Shareholder's Contact Nos: Residence : Mobile :

Shareholder's E-mail address :

IF PROXY IS APPOINTED

Full name of Proxyholder :

Proxyholder's NIC No./Passport No :

Telephone Number: Residence : Mobile :

E-mail address :

.....
Shareholder's signature

.....
Date

Note:

- Please perfect the Registration Form by filling in legibly your full name, address, email, contact number, signing in the space provided and filling in the date of signature.
- If the Registration Form is signed by an Attorney, the relevant Power of Attorney should accompany the completed Registration Form, if such Power of Attorney has not already been registered with the Company.
- If the Shareholder is a company or corporation, the Form should be executed under its Common Seal or by a duly authorised officer of the company or corporation in accordance with its Articles of Association or Constitution.

