

TRANS ASIA HOTELS PLC

Company No. PQ 5

No.115, Sir Chittampalam A Gardiner Mawatha, Colombo 02

INSTRUCTIONS FOR REGISTRATION AND PARTICIPATION OF SHAREHOLDERS AT THE VIRTUAL ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD THROUGH AUDIO/VISUAL MEANS ON 21ST OF JUNE 2022 AT 03.00PM

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 at 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 Keells Consultants (Private) Limited, No 117, Sir Chittampalam A Gardiner Mawatha, Colombo 02, by email to keellsconsultants@keells.com or by fax to 011 -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 at the AGM through the online platform. The registered Shareholders/Proxyholders are requested to join the AGM only via 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 same by registered post to Keells Consultants (Private) Limited, No 117, Sir Chittampalam A Gardiner Mawatha, Colombo 02, by email to keellsconsultants@keells.com or by fax to 011-2439037 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 in order 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 Keells Consultants (Private) Limited, No. 117, Sir Chittampalam A Gardiner Mawatha, Colombo 02, by email to keellsconsultants@keells.com or by fax to 011-2439037 not less than three (3) days before the holding of the AGM. Responses in respect of such queries and clarifications from the Board of Directors and the management of the Company may be made before the Meeting by communication in writing to the Shareholders 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 is declared on such date as the AGM is to 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 Colombo Stock Exchange and by way of publication on the Company website <https://www.keells.com/resource/other-group-company-financial-reports-2021-22/Trans-Asia-Hotels-PLC.pdf>;
9. This Document together with the Notice of Meeting, Shareholder/Proxyholder Registration Form (Annexure 1), Form of Proxy and Form of Request for the printed version of the annual report will also be published on the Company's website <https://www.keells.com/resource/other-group-company-financial-reports-2021-22/Trans-Asia-Hotels-PLC.pdf>; and on the website of the CSE <https://www.cse.lk/pages/company-profile/company> <https://www.cse.lk/home/company-info/TRAN.N0000/financial>

By order of the Board
Trans Asia Hotels PLC



Keells Consultants (Pvt) Limited
Secretaries

23rd May 2022

Notice of Meeting

NOTICE IS HEREBY GIVEN that the Forty First Annual General Meeting (“Meeting”) of Trans Asia Hotels PLC will be held as a virtual meeting on 21st June 2022 at 3.00 pm for the following purposes:

1. To read the Notice Convening the Meeting.
2. To receive and consider the Annual Report and Financial Statements of the Company for the Financial Year ended 31st March 2022 with the Report of the Auditors’ thereon.
3. To re-elect as a Director, Mr. S. Rajendra, who retires in terms of Article 83 of the Articles of Association of the Company. A brief profile of Mr. S. Rajendra is contained in the Board of Directors section of the Annual Report.
4. To re-elect as a Director, Mr. C. L. P. Gunawardane, who retires in terms of Article 83 of the Articles of Association of the Company. A brief profile of Mr. C. L. P. Gunawardane is contained in the Board of Directors section of the Annual Report.
5. To re-elect as a Director, Mr. H. A. J. De Silva Wijeyeratne who retires in terms of Article 90 of the Articles of Association of the Company. A brief profile of Mr. H. A. J. De Silva Wijeyeratne is contained in the Board of Directors section of the Annual Report.
6. To re-elect as a Director, Mr. N. L. Gooneratne who is over the age of 70 years and who retires in terms of Section 210 of the Companies Act No. 7 of 2007, for which the passing of the following ordinary resolution is recommended by the Company.

“THAT the age limit stipulated in Section 210 of the Companies Act No. 7 of 2007 shall not apply to Mr. N L Gooneratne, who is 79 years and that he be re-elected a Director of the Company.”

7. To re-appoint Auditors, Messrs. KPMG, Chartered Accountants, and to authorise the Directors to determine their remuneration.
8. To notify the shareholders regarding the Company’s non-compliance of the minimum public holding requirement of the Listing Rules of the Colombo Stock Exchange.
9. To consider any other business of which due notice has been given in terms of the relevant laws and regulations.

This year the Annual Report and Financial Statements of the Company are available on the below links, once the financial statements ending 31st March 2022 are released to the stock exchange.

- (1) Corporate website of the Company – <https://www.keells.com/resource/other-group-company-financial-reports-2021-22/Trans-Asia-Hotels-PLC.pdf>
- (2) The Colombo Stock Exchange website - <https://www.cse.lk/pages/company-profile/company>
<https://www.cse.lk/home/company-info/TRAN.N0000/financial>

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



For clarifications on how to download and/or access the Annual Report and Financial Statements, please contact Mr. Thisuraka Gunawardena on (0094) 11 2491077 during normal office hours (8.30 a.m. to 4.30 p.m.) or email thisuraka@cinnamonhotels.com.

Should Members wish to obtain a hard copy of the Annual Report, they may send a written request to the registered office of the Company or fax to (0094) 11 5377369 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.

By Order of the Board,
Trans Asia Hotels PLC

A handwritten signature in black ink, appearing to read 'Hauwah', written in a cursive style.

Keells Consultants (Pvt) Limited
Secretaries

Colombo
23rd May 2022

Note:

- A Member unable to attend is entitled to appoint a Proxy to attend and vote in his/her place.
- A Proxy need not be a Member of the Company.
- A Member wishing to vote by Proxy at the Meeting may use the Form of Proxy enclosed herein.
- 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.
- In order to be valid, the completed Form of Proxy must be lodged at No 117, Sir Chittampalam A Gardiner Mawatha, Colombo 02 or forwarded to the email address: keellsconsultants@keells.com or Fax No.011 2439037 not less than 48 hours before the Meeting.
- A vote can be taken on a show of hands or by 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 Proxy holder's appointor has indicated the manner of voting, only the appointor's indication of the manner of vote will be used.
- Instructions as to attending the virtual Meeting are attached.

Registration Form

Annexure 1

TRANS ASIA HOTELS PLC 41ST ANNUAL GENERAL MEETING- 21 JUNE 2022

For: Trans Asia Hotels PLC

Keells Consultants (Private) Limited,
No.117, Sir Chittampalam A Gardiner Mawatha,
Colombo 02.

Full Name of the Shareholder:

Shareholder's Address:

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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:

Email address:

.....
Shareholder's signature

.....
Date

Notes:

- 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.

Form of Proxy

I/We of
..... being
a member/members of Trans Asia Hotels 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. Navindra Lal Gooneratne	or failing him
Mr. Harin Amendra Joseph De Silva Wijeyeratne	or failing him
Mrs. Jhansi Carryl Ponniah	or failing her
Mr. Mikael Ronald Svensson	or failing him
Mr. Suresh Rajendra	or failing him
Mr. Changa Lashantha Poojitha Gunawardane	

as my/our proxy to represent me/us and to vote on my/our behalf at the Forty First Annual General Meeting of the Company to be held on 21st June 2022 at 3.00 p.m. and at any adjournment thereof, and at any 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 resolutions as indicated by the letter "X" in the appropriate cage:

		For	Against
1.	To re-elect as a Director, Mr. S Rajendra who retires in terms of Article 83 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
2.	To re-elect as a Director, Mr. C L P Gunawardane who retires in terms of Article 83 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
3.	To re-elect as a Director, Mr. H A J De Silva Wijeyeratne who retires in terms of Article 90 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
4.	To re-elect as a Director, Mr. N L Gooneratne who is over the age of 70 years and who retires in terms of Section 210 of the Companies Act No. 7 of 2007	<input type="checkbox"/>	<input type="checkbox"/>
5.	To re-appoint the Auditors, KPMG, Chartered Accountants, and to authorise the Directors to determine their remuneration	<input type="checkbox"/>	<input type="checkbox"/>

Signed this day of Two Thousand and Twenty Two

.....
Signature/s of shareholder/s

Note: Instructions as to completion of proxy form are noted on the reverse.

INSTRUCTIONS AS TO COMPLETION OF THE FORM 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 No 117, Sir Chittampalam A Gardiner Mawatha, Colombo 02 or forwarded to the email address: keellsconsultants@keells.com or Fax No.011 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 appointer 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.:

Submission of the Annual Report to Shareholders

Trans Asia Hotels PLC,

(PQ 5)

No. 115, Sir Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.

Dear Shareholder,

The Annual Report of Trans Asia Hotels PLC for the financial year 2021/2022 is available on the CSE website - <https://www.cse.lk/pages/company-profile/company> <https://www.cse.lk/home/company-info/TRAN.N0000/financial>

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

Mr. Thisuraka Gunawardena

Finance Manager

Trans Asia Hotels PLC

No. 115,

Sir Chittampalam A Gardiner Mawatha,

Colombo 02.

Alternatively, you could email the completed Form of Request to thisuraka@cinnamonhotels.com

The Printed Annual Report will be forwarded within 08 (eight) market days from the receipt of the written request. Please contact Mr. Thisuraka Gunawardena on (0094) 11 2491077 during normal office hours (8.30 a.m. – 4.30 p.m.) or e-mail on thisuraka@cinnamonhotels.com if you have any queries on this matter.

Yours faithfully,

For Trans Asia Hotels PLC



Keells Consultants (Pvt) Limited

Secretaries

23rd May 2022

Form of Request

To:

REQUEST FOR A PRINTED VERSION OF THE TRANS ASIA HOTELS PLC ANNUAL REPORT 2021/2022

I wish to request for a printed version of the 2021/2022 Annual Report of Trans Asia Hotels 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	
Shareholder's NIC/ Passport/Company Registration No.	
Address	
Contact Number	

.....
Signature

.....
Date