Annexure I

Prime Lands Residencies PLC - PQ 00234680

Nineteenth Annual General Meeting - 2024

Registration of Shareholder Details - Online Participation at the AGM 2024 (Registration Form)

To: The Registrars
Prime Lands Residencies PLC
No. 75, D S Senanayake Mawatha
Colombo 08.

1. Full Name of the Shareholder: .....

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2. Shareholder's Address: .....

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

4. Shareholder's CDS Account No. : .....

5. Shareholder's Contact No. (Residence) : ..... 6. Mobile : .....

7. Shareholder's E-mail address: .....

8. Name of the Proxy Holder: .....

9. Proxy holder's NIC No. / Passport No. / Co. Reg. No.: .....

10. Proxy holder's Contact No. (Residence) : ..... 10. Mobile : .....

11. Proxy holder's E-mail address: .....

12. Participation in the AGM Via an online platform: YES /NO (strike off irrelevant word)

13. Name of the Joint holder/s (if any) :

    1) .....

    2) .....

14. National Identity card number/s of Joint holder/s :

    1) ……...

    2) ……..

.....	.....	.....	.....	.....	.....
Shareholder's Signature	Date	1st Joint holder's Signature	Date	2nd Joint holder's Signature	Date

Note:

1. Shareholders are requested to provide their email address in the space provided in order to forward the Virtual AGM Zoom link & necessary instructions if they wish to attend the AGM through the Online Platform.
2. In the case of a Company/Corporation, the Shareholder details form must be under its Common Seal which should be affixed and attested in the manner prescribed by its Articles of Association.
3. In case the Shareholder Details Form is signed by an Attorney, the Power of Attorney must be deposited at the Registered Office of the Company for registration.

GUIDELINES AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING (AGM) VIA ONLINE MEETING PLATFORM

Shareholders / Proxy holders who wish to participate in the Annual General Meeting of Prime Lands Residencies PLC to be held via an Online Meeting Platform (Virtual AGM), could do so by using a smart phone or a desktop computer.

If a Shareholder/Proxy holder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the **"Zoom App"** onto his /her smart phone.

Similarly, if a Shareholder/Proxy holder wishes to attend the Virtual AGM via a desktop computer, the link can be opened by downloading the **"Zoom App"** to the respective desktop computer or via the Web Browser. (Compatible web browser: Google Chrome).

1. Shareholders who wish to participate in the Virtual AGM of Prime Lands Residencies PLC either by themselves or through their Proxies are requested to forward their details to the Registrars of the Company as per the attached **REGISTRATION FORM.**

2. The duly completed and signed **REGISTRATION FORM** should be deposited at the Registered Office of the Company or a scanned copy of the same should be emailed to agm@primeresidencies.lk to be received **not less than 48 hours** before the date appointed for the holding of the meeting. If participation in the meeting through a Proxy, the duly completed and signed **FORM OF PROXY** should accompany the **REGISTRATION FORM**.

   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**,** in order for the meeting link and user credentials to be shared by the Company with the Proxy holder.

3. 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 AGM 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.

4. The Shareholders whose registration requests have been accepted will receive a further email from the Company 24 hours prior to the commencement of the AGM. This email will provide a web link for online registration referred to as **"Virtual AGM Registration"**. If the Shareholder has appointed a valid Proxy, this email will be forwarded to the relevant Proxy holder.

5. (i) The Shareholders / Proxy holders are requested to use the web link, which will be forwarded by the Company as referred to in 4 above and click on the "Virtual AGM Registration" in order to complete online registration for the Virtual AGM.

   (ii) On clicking the link "Virtual AGM 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 NIC No. / Passport No. / Co. Reg. No.. (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 5 (ii) above, the participants are requested to click on "REGISTER" which will be prompted on their screens enabling them to receive the meeting link.

6. The Shareholders who successfully complete their online registration as set out in 5 above, will receive the login link for participation in the meeting referred to as 'Join Meeting'.

7. In order to join the Virtual AGM, participants are required to click on 'Join Meeting'. In some instances the system may call for the credentials and if that is required, please enter the credentials to gain access to the Virtual AGM.

8. On completion of this process, you will be directed to the Virtual AGM Zoom Platform, where you can participate in the Virtual AGM.

   It is recommended that the Shareholders / Proxy holders complete the process outlined in 5, 6, 7 and 8 above and join the AGM at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active fifteen (15) minutes before the time appointed for the commencement of the meeting.

9. Shareholders/Proxy holders may use the Q & A tab or the Hand Raise (✋) icon appearing on the screen 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.

11. Shareholders / Proxy holders who intend to participate in the meeting are requested to be prepared to cast their vote when each resolution is taken up for voting by the Chairperson. Participants are advised to cast the vote as per their discretion in the given space and click "SUBMIT" enabling the Company to receive the responses.

12. When declaring the voting on a resolution, the Chairperson will take into account the voting of the Shareholders/ Proxy holders participating virtually.

13. Sixty (60) seconds will be allocated for Shareholders/ Proxy holders to cast their vote in respect of each resolution.

14. The results will be processed and announced by the Chairperson fifteen (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 Chairperson of the meeting.

It is advised to check the online AGM access at least three (03) hours prior and also ensure that your devices have an audible sound system so that you could participate in the AGM comfortably.
For any Technical Assistance please call: +94710200542