

Guidelines for Registration for the Annual General Meeting to be Held on 30th June 2026

Shareholders / Proxy holders who wish to participate in the Annual General Meeting Vallibel One 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 Mobile 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 Desktop App**” to the respective desktop computer (compatible web browser: **Google Chrome**).

1. Shareholder who wish to participate in the Virtual AGM of Vallibel One PLC, either by themselves or through their Proxies, are requested to forward their details to the Registrars to the Company as per the attached **REGISTRATION FORM**.
2. The duly completed and signed **REGISTRATION FORM** should be deposited at the Registrars of the Company, Corporate Solutions Unit, Central Depository Systems (Pvt) Limited, Ground Floor, M & M Centre, 341/5, Kotte Road, Rajagiriya (Telephone: 011-2356444) or e-mail to agm_egm_registrars@cds.lk to be received by the Registrars not later than 47 hours prior to the time appointed for 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.

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).
4. The Shareholders whose registration requests have been accepted will receive an email from the Company 24 hours prior to the commencement of the AGM. This email will provide a zoom registration link for online registration. If the Shareholder has appointed a valid Proxy, this email will be forwarded to the relevant Proxy holder. This email will contain an attachment of the instructions for the participants regarding the steps to be followed at the meeting.
5. (i) The Shareholders / Proxy holders are requested to use the zoom registration link, which will be forwarded by the Company as referred to in 4 above and click on the zoom registration link in order to complete online registration for the Virtual AGM.

(ii) On clicking the link, 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**. (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 log in link for participation in the meeting referred to as “**Join Webinar**” and credentials.

7. In order to join the Virtual AGM, participants are required to click on “Join Webinar”. In some instances the system 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 thirty (30) 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 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**.
10. Resolutions will pop up in shareholder screen when it’s time for voting. Shareholders can vote by selecting their preference & click on the submit button.
11. When declaring the voting on an item, Chairman will take into account the voting of the Shareholders/ Proxy holders participating virtually
12. **60 seconds** will be allocated for Shareholders / Proxy holders to cast their vote in respect of each item.
13. The results will be processed and announced by the Chairman **15 seconds** after the end of the time slot allocated for voting.
14. In a situation where a Poll is demanded and Shareholders are required to vote on the Poll, a separate link will be provided and the moderator will provide further instructions.

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