

ODEL PLC

No. 475/32, Kotte Road, Rajagiriya.

PROCEDURE TO BE FOLLOWED AT THE ANNUAL GENERAL MEETING OF THE COMPANY SCHEDULED FOR 2026

Dear Shareholders

We refer to the Notice convening the Annual General Meeting (AGM) of Odel PLC ("Company") appearing on the page No. 122 of the Annual Report FY 2024/25. The Board of Directors of the Company, have decided to hold the Annual General Meeting (AGM) of the Company on Monday the 12th day of January 2026 at 10:00 am at the Auditorium of Central Hospital Limited (4th Floor), No. 114, Norris Canal Road, Colombo 10.

1. The AGM shall be held in accordance with the applicable laws and the Articles of Association of the Company.
2. The Shareholders who wish to participate the meeting are required to complete and forward the "Shareholder/ Proxyholder Attendance Registration Form" attached to this document 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 Company Secretaries, Softlogic Corporate Services (Private) Limited, No. 14, De Fonseka Place, Colombo 05 or email it to corporateservices@softlogic.lk, not less than 48 hours before the convening of the AGM.

APPOINTMENT OF PROXY HOLDERS

The Shareholders are encouraged to vote by Proxy through 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. The Form of Proxy is also made available on the Corporate Website of the Company and the Website of the Colombo Stock Exchange. Those Shareholders who wish to appoint a Proxyholder should duly complete the Form of Proxy and include the details of such Proxyholder in the Attendance Registration Form as per the instructions given therein.

The duly completed Form of Proxy should be forwarded to the Company through the Company Secretaries, Softlogic Corporate Services (Pvt) Ltd at No. 14, De Fonseka Place, Colombo 05 marked "Odel PLC – Annual General Meeting" or contact 011 5575123, 0772347783, or 0778337636 or forward by email to corporateservices@softlogic.lk in order to enable the Company to receive the same by 11:00 a.m. on Thursday the 8th day of January 2026.

ODEL PLC

CIRCULAR TO SHAREHOLDERS (Contd.)

ANNUAL REPORT 2024/25

The Annual Report 2024/25 of the Company is published and available for download on the corporate website of the Company and on the website of Colombo Stock Exchange. The relevant links are as follows:

- (i) Corporate Website of Odel PLC - www.odel.lk/home
- (ii) Colombo Stock Exchange Website - <https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=ODEL.N0000>

You may also scan the QR Code given below to directly access the Annual Report 2024/25.



Printed copies of the Annual Report will be made available to shareholders on request. Any shareholder who makes a request for a printed copy of the Annual Report will be provided with such printed copy within eight (08) market days from the date of receipt of the said request. [A FORM OF REQUEST that could be used for the said purpose is attached herewith as Annexure].

You may forward this request via email to investor@eodel.com

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact Mr. Sanjaya Kumara of the Company on telephone 077 348 2709 email: investor@eodel.com, anytime between 10.00 a.m. and 4.00 p.m. on any working day.

DOCUMENTS ATTACHED

The following documents are attached to this Circular to Shareholders:

1. Notice of Annual General Meeting
2. Form of Proxy
3. Attendance Registration Form
4. A Form of Request

By order of the Board of
ODEL PLC

(Sgd)
Softlogic Corporate Services (Pvt) Ltd
Company Secretaries

5th December 2025
Colombo