

29th July 2020

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Dear Shareholder,

We hope that all our shareholders are keeping safe and healthy during the global pandemic. COVID-19 has brought many challenges to the world economy, the country and to our business. Through it all however, your Directors continue to be confident that The West Indian Tobacco Company Limited (WITCO) will emerge even stronger.

The Company's 115th Annual Meeting of Shareholders has been rescheduled to Thursday 27th August, 2020 at the Hyatt Regency Trinidad at 10:30 a.m and we enclose the following for your attention:

1. Notice of Meeting
2. Form of Proxy
3. Management Proxy Circular

The Annual Meeting this year will be a hybrid meeting and due to the restrictions placed on all publicly listed companies regarding Annual Meetings, we will encourage shareholders to view the meeting via the Zoom application. However, in the event your Directors are required to consider a completely virtual meeting in the future, the Company is required to amend its Bye-Laws No. 1 and this is the first matter of business on the agenda.

We take this opportunity to advise that persons who choose to attend the Annual Meeting are required to abide by all the COVID-19 protocols as outlined in the Ministry of Health's guidelines entitled, "***The New Normal – the Conduct of Annual General Meetings in Trinidad and Tobago***" ("the Guidelines") which are available and can be downloaded from the Ministry of Health's website at www.health.gov.tt. Attendees at the Annual Meeting are also required to adhere to all protocols which have been put into effect by the Management of the Hyatt Regency Trinidad. Kindly note that no refreshments will be served at the Meeting.

In summary, attendees are advised as follows:

1. The following persons will not be allowed to enter the Meeting and are advised to stay at home:
 - a) persons who are ill or exhibiting symptoms of COVID-19 including fever, chills, cough, shortness of breath, muscle pain, headache, sore throat or loss of taste or smell;
 - b) persons with exposure to someone exhibiting any of the above symptoms or to someone who has tested positive for COVID-19 within fourteen (14) days of the Annual Meeting;
 - c) persons with a temperature greater than 37.5°C or with strongly associated symptoms consistent with COVID-19.

2. Prior to entering the Meeting, all persons will be required to:
 - a) wear a mask or face shield;
 - b) maintain a distance of six (6) feet from others;
 - c) wash their hands;
 - d) undergo screening with a contactless thermometer for fever.

3. During and upon exiting the Meeting, all persons are required to wear a mask or face shield, avoid congregating and minimize interacting with others.

We look forward to your co-operation in strictly adhering to the Guidelines during the Annual Meeting as we do our part to minimize the risk, spread and transmission of COVID-19.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Kathryn Abdulla'.

Kathryn Abdulla
Corporate Secretary