**BALANGODA PLANTATIONS PLC (PQ 165)**

**# 110, NORRIS CANAL ROAD, COLOMBO 10, SRI LANKA**

**CIRCULAR TO THE SHAREHOLDERS**

Dear Shareholder/s,

**VIRTUAL ANNUAL GENERAL MEETING OF BALANGODA PLANTATIONS PLC FOR THE YEAR ENDED 2021.**

**A. GENERAL**

1. The Twenty Ninth (29th) AGM of Balangoda Plantations PLC will be conducted from **“Mini Auditorium” DCSL, # 110, Norris Canal Road, Colombo 10, Sri Lanka at 11.00 a.m. on Tuesday, 28th June 2022 as a Virtual Meeting.**
2. Only the Chairman/Managing Director, the Board of Directors, certain Key Management Personnel, the Company Secretary, and the External Auditors **on the Virtual Platform** and all shareholders will participate in the meeting through audio- and audio-visual means as a measure to maintain “social distancing” requirements to mitigate the dangers of spreading the virus**.**
3. The Annual Report of the Company for the year ended 2021 will be available for perusal on the Company website on [**http://melsta.com/our-core-sectors/plantation-services**](http://melsta.com/our-core-sectors/plantation-services) and the Colombo Stock Exchange website on [**www.cse.lk**](http://www.cse.lk)**.**
4. If you wish to receive a printed copy of the Annual Report for the year ended 2021, please complete and forward us the Form of Request attached hereto (***Annexure 1)*** by post to the registered address of the Company, Balangoda Plantations PLC, # 110, Norris Canal Road, Colombo 10, Sri Lanka or e.mail [**bplmplcompanysecretary@gmail.com**](mailto:bplmplcompanysecretary@gmail.com)or facsimile + 94 11 2540333.

**B. SHAREHOLDERS PARTICIPATION**

1. The Shareholders are encouraged to appoint a Director of the Company as their proxy to represent them at the meeting.
2. The shareholders may also appoint any other persons other than a Director of the Company as their proxy and the proxy so appointed shall participate at the meeting through audio- or audio-visual means **only.**
3. The shareholders who wish to participate at the meeting will be able to join the meeting through audio or audio visual means. To facilitate this process, the shareholders are required to furnish the details of the shareholder and proxyholder, if any, by perfecting ***Annexure II*** to the circular to shareholders and forward same to [**bplmplcompanysecretary@gmail.com**](mailto:bplmplcompanysecretary@gmail.com)or by facsimile on +94 11 2540333, to reach the Secretary **not less than five (05) days before the date of the meeting** so that the **meeting login** **information** could be forwarded to the e.mail addresses as provided.
4. To facilitate the appointment of proxies specified in B.1 and B.2 above, the Form of Proxy is attached with the Notice of Meeting. The duly filled Forms of Proxy should be sent to reach the Company Secretary via e.mail to [**bplmplcompanysecretary@gmail.com**](mailto:bplmplcompanysecretary@gmail.com) or facsimile on +94 11 2540333 or by post to the registered address of the Company, Balangoda Plantations PLC, # 110, Norris Canal Road, Colombo 10, Sri Lanka, **not less than forty eight (48) hours before the time fixed for the meeting.**

**C SHAREHOLDERS QUERIES**

The shareholders are hereby advised that if they wish to raise any queries, such queries should be sent to reach the Company Secretary, via e.mail to [**bplmplcompanysecretary@gmail.com**](mailto:bplmplcompanysecretary@gmail.com) or facsimile on +94 11 2540333 or by post to the registered address of the Company, Balangoda Plantations PLC, # 110, Norris Canal Road, Colombo 10, Sri Lanka **not less than five (05) days before the date of the meeting**. This is in order to enable the Company Secretary to compile the queries and forward same for the attention of the Board of Directors so that they could be addressed at the meeting.

For any further queries on this matter, please contact Ms Renuka Weerasinghe at the Company Secretarial Division of Balangoda Plantations PLC.

Telephone : 94 11 2522871 ext. 793

E.mail : [**bplmplcompanysecretary@gmail.com**](mailto:bplmplcompanysecretary@gmail.com)

The Board wishes to thank the shareholders of the Company for their unwavering cooperation.

Yours faithfully,

**BALANGODA PLANTATIONS PLC**

*sgd*

**P A Jayatunga**

**Company Secretary**

31st May 2022