

**IMPORTANT: THIS DOCUMENT IS OF  
VALUE BALANGODA PLANTATIONS PLC**

(A Company duly incorporated in Sri Lanka and registered under the Companies Act, No. 07 of 2007 bearing Company registration No. PQ 165)

**ISSUE OF UP TO 23,636,363 ORDINARY SHARES AT RS 85 PER SHARE PAYABLE ON OR BEFORE 22<sup>ND</sup> DECEMBER 2022**

**PROVISIONAL LETTER OF ALLOTMENT - FOR THE USE OF LEDGER SHAREHOLDERS**

**IF YOU HAVE ANY DOUBT AS TO THE ACTION YOU SHOULD TAKE YOU SHOULD CONSULT YOUR STOCKBROKER OR OTHER PROFESSIONAL ADVISOR**

<b>Folio No.</b>	<b>Provisional Allotment Letter No:</b>	<b>Name &amp; Address of the Principal Shareholder</b>	<b>No. of Ordinary Shares held as at end of Trading on 25/11/2022 (Record date)</b>	<b>No. of Ordinary Voting Shares provisionally allotted (1 for1)</b>	<b>Total amount payable on provisional allotment @ Rs.85.00 per Share</b>

Name (s) of Joint Shareholder(s), if any

<b>1</b>	<b>2</b>

Shareholders who are having a difficulty in receiving the documents or although received have difficulty in the physical transmission of the documents to the Registrar to the Issue or wish to submit documents via email, are advised to follow the procedure given in [www.cds.lk](http://www.cds.lk) or [www.cse.lk](http://www.cse.lk) for their respective Rights Entitlement and for additional shares under the BALANGODA Rights Issue.

Please contact the Registrars to the Issue, Central Depository Systems (Private) Limited through : 0112-356433, 0112-356434, 074-0772177 & 074-1228568 for clarifications or further information.

Date 02nd December 2022

Dear Shareholder(s)

- (i) On 13th September 2022, BALANGODA PLANTATIONS PLC (BPL) made a market announcement on the aforesaid Rights Issue. Subsequently, at the Annual General Meeting of BPL held on 22nd November 2022, the Shareholders of BPL approved the Ordinary Resolution in relation to the said Rights Issue.
- (ii) As a registered shareholder of BPL, you have been provisionally allotted your due entitlement of one (01) new ordinary voting share for every one (01) ordinary voting shares held by you as at end of trading on 25th November 2022 (the 'Record Date'). In order to determine the number of Right which are allotted to you (i.e. your entitlement), please use the following formula:

**Number of shares held by you as at  
end of trading on the Record Date**

----- X 1 = **Your entitlement\* of Rights**

**1**

- (iii) If you wish to subscribe to your right entitlement please complete FORM "A", attached hereto, and adhere to the following: FORM "A" must be submitted to the Registrars to the Issue, Central Depository Systems (Private) Limited.

**Manner of submission**

FORM "A" may be completed electronically or printed out and completed by pen.

The electronically completed document or scanned copy of the duly completed printed physical form could be sent by email to [balarrights@cse.lk](mailto:balarrights@cse.lk) under the subject "BALANGODA - RIGHTS ISSUE" together with the payment confirmation or sent via post or courier to Corporate Solutions Unit, Central Depository Systems (Private) Limited, Ground Floor, M & M Centre, 341/5, Kotte Road, Rajagiriya, Sri Lanka with the top left hand corner of the Envelope marked "BALANGODA Rights Issue".

#### **Last date and time to submit Form "A"**

The duly completed FORM "A" with the proof of payment should be submitted to the Registrar to the Issue during office hours i.e. Monday to Friday between 8.30 a.m. to 4.30 p.m. If the duly completed Form(s) and the payment for Rights are not received on/before 4.30 p.m. on Thursday, 22nd December 2022 (i.e. the Last Date of Acceptance & Payment) by the Registrars to the Issue, the Rights to which you are entitled to will be deemed to have been declined and you will not be entitled to such shares thereafter.

Please note that applications forwarded via post and courier too should reach the Registrars to the Issue by the closing date, i.e. Thursday, 22nd December 2022 and any application received after the said date will be rejected even though they carry a postmark dated prior to the closing date.

#### **Mode of payment – For Form A**

You may make the payment for your Rights either by online fund transfer or bank deposit from any commercial bank operating in Sri Lanka and payable to "BALANGODA Rights Issue Account" by direct remittance (RTGS/SLIPS) to the Rights Issue Account as given below. If subscription is made through the CDS please pay your Stockbroker/Custodian Bank directly.

- Account Name : BALANGODA PLANTATIONS PLC-RIGHTS ISSUE
- Bank Name : Hatton National Bank PLC
- Bank Code : 7083
- Branch Name : Ratnapura Branch
- Branch Code : 030
- Account Number : Current Account No. 030010004885

The remittance from Foreign/Non-Resident Shareholders must be made only out of an Inward Investment Account ("IIA") maintained with a Commercial Bank operating in Sri Lanka. Such applications must be accompanied by a letter from the respective commercial bank confirming same.

Please note that it is the responsibility of the Foreign Investors/Non-Resident Shareholders to comply with laws relevant to the jurisdictions of their residency and of Sri Lanka.

- (iv) If you have a CDS account and if you wish to renounce your right entitlement in favor of the CDS, please complete FORM "B", attached hereto, and adhere to the following:

FORM "B" must be submitted to the Registrars to the Issue, Central Depository Systems (Private) Limited.

#### **Manner of submission**

FORM "B" may be completed electronically or printed out and completed by pen.

The electronically completed document or scanned copy of the printed form duly completed by pen could be sent by email to [balairights@cse.lk](mailto:balairights@cse.lk) under the subject "BALANGODA - RIGHTS ISSUE" or sent via post or courier to Corporate Solutions Unit, Central Depository Systems (Private) Limited, Ground Floor, M & M Centre, 341/5, Kotte Road, Rajagiriya, Sri Lanka with the top left hand corner of the Envelope marked "BALANGODA Rights Issue".

#### **Last date and time to submit Form "B"**

The duly completed FORM "B" should be submitted to the Registrar to the Issue during office hours i.e. Monday to Friday between 8.30 a.m. to 4.30 p.m, latest by Friday, 16<sup>th</sup> December 2022

- (v) If you wish to apply for additional shares over and above the Rights allotted to you, which may be possible due to some shareholders not taking up their right, please complete FORM "C", attached hereto, and adhere to the following:

FORM "C" must be submitted to the Registrars to the Issue, Central Depository Systems (Private) Limited.

#### **Manner of submission**

FORM "C" may be completed electronically or printed out and completed by pen.

The electronically completed document or scanned copy of the duly completed printed physical form could be sent by email to [balairights@cse.lk](mailto:balairights@cse.lk) under the subject "BALANGODA - RIGHTS ISSUE" together with the payment confirmation or sent via post or courier to Corporate Solutions Unit, Central Depository Systems (Private) Limited, Ground Floor, M & M Centre, 341/5, Kotte Road, Rajagiriya, Sri Lanka with the top left hand corner of the Envelope marked "BALANGODA Rights Issue".

#### **Last date and time to submit Form "C"**

The duly completed FORM "C" with the proof of payment should be submitted to the Registrar to the Issue during office hours i.e. Monday to Friday between 8.30 a.m. to 4.30 p.m and the duly completed Form(s) and the payment for Rights should be received on/before 4.30 p.m. on Thursday, 22nd December 2022 (i.e. the Last Date of Acceptance & Payment) by the Registrars to the Issue.

The shares provisionally allotted and not subscribed for as at the Last Date of Acceptance and Payment, for which payment has not been duly validly received by the Company or where applications have been rejected, such shares will be deemed to have not been accepted and such unaccepted shares along with the aggregate of the fractions will be allotted at the same price to existing Shareholders who apply for additional shares.

Please note that applications forwarded via post and courier too should reach the Registrars to the Issue by the closing date, i.e. Thursday, 22nd December 2022 and any application received after the said date will be rejected even though they carry a postmark dated prior to the closing date.

**Mode of payment – Additional Shares (Form C)**

You may make the payment (a separate payment) for your additional by depositing a separate Cheque/Bank Draft drawn upon any Commercial Bank in Sri Lanka and payable to the "BALANGODA Rights Issue Account" given below and crossed "Account Payee Only" or via a direct fund transfer to the below account as a CEFT/RTGS/SLIPS. If subscription is made through the CDS please pay your Stockbroker/Custodian Bank directly.

- Account Name : BALANGODA PLANTATIONS PLC-RIGHTS ISSUE
- Bank Name : Hatton National Bank PLC
- Bank Code : 7083
- Branch Name : Ratnapura Branch
- Branch Code : 030
- Account Number : Current Account No. 030010004885

Cash deposits made into the aforesaid Rights Issue bank account will not be accepted and the forms accompanying cash deposits will be rejected. (Cash deposits is money deposited through a deposit machine or a bank teller).

The remittance from Foreign/Non-Resident Shareholders must be made only out of an Inward Investment Account ("IIA") maintained with a Commercial Bank operating in Sri Lanka. Such applications must be accompanied by a letter from the respective commercial bank confirming same.

Please note that it is the responsibility of the Foreign Investors/Non-Resident Shareholders to comply with laws relevant to the jurisdictions of their residency and of Sri Lanka.

In case of remittance from an IIA for applications for Additional Shares, it is permitted for a holder of an IIA to send a Bank Guarantee with the Form of Application for additional ordinary voting shares. Once the number of shares to be allotted is determined by the Company, the Registrars shall claim the relevant amount/s due on the application from the Bank. This procedure is adopted to avoid foreign exchange losses on conversion.

- (vi) Where applicable, the new shares allotted to you pursuant to the Rights Issue would be directly deposited to the respective CDS Account, within ten (10) market Days from 22nd December 2022 which is the last date of acceptance and payment. No share certificates will be issued to any shareholder. For shareholders without a CDS account the new shares to be allotted, will only be registered in the share ledger maintained by the Company and will not be entitled to a share certificate. It will not be possible to trade with the new securities, until such time the same has been deposited with the CDS. Therefore, please ensure strict adherence to the aforementioned Directive issued by the SEC with regard to dematerialization of securities. Consequent to the opening of the CDS account by such shareholder, the new shares will be credited to such CDS account, upon notification of the CDS account details to the Registrars

Yours faithfully,  
**BY ORDER OF THE BOARD OF  
BALANGODA PLANTATIONS PLC**

*Sgd.*  
**CENTRAL DEPOSITARY SYSTEMS (PRIVATE) LIMITED  
REGISTRAR TO THE ISSUE**