

NOTES AND INSTRUCTIONS

1. If you wish to request for additional Shares, please complete **Form C: Form of Application for Additional Ordinary Voting Shares only** and send an electronically completed copy/scanned copy of the duly completed form to the email address balarights@cse.lk together with the payment confirmation. The duly completed applications should be emailed to Central Depository Systems (Private) Limited, the Registrars latest by 4.30 p.m. on 22nd December 2022.
2. Completed applications scanned copies along with the payment or proof of payment [scanned copies (via e-mail)] 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 shares 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 Rights 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.
3. Shares allotted to you will be deposited to your securities A/c. in the CDS directly, in line with the Directive issued by the Securities & Exchange Commission of Sri Lanka. **Please ensure that you enter your CDS account number correctly in the space provided in Form C.** The additional shares that are allotted to you will then be deposited in the CDS on or before 09th January 2023
4. The Remittance must be made 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.
 - 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
5. The remittance from Foreign / Non-Resident shareholders must be made only out of an Inward Investment Account ("IIA") maintained with a licensed Commercial Bank operating in Sri Lanka. Such applications must be accompanied by a letter from the respective Commercial Bank confirming same.
6. 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.
7. Cash deposits made into the 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).
8. Please read the instructions prior to making the payments and contact the Registrars to the Issue "Central Depository Systems (Private) Limited" on 0112-356433, 0112-356434, 074-0772177 & 074-1228568 for any assistance, including checking on your "Rights Entitlement".
9. 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.
10. Any refunds in respect of rejected/partly rejected applications for shares will be dispatched as expeditiously as possible and in any event within ten (10) Market Days from the Last Date of Acceptance and Payment. In the event a refund is not made within this period, the Applicant shall be entitled to interest calculated on the last quoted Average Weighted Prime Lending Rate (AWPLR) published by the Central Bank of Sri Lanka + 5%.

If you have indicated details of your bank account in the application, the Company will make such refund payments to the bank account specified by you, through the Sri Lanka Inter Bank Payment System (SLIPS) and a payment advice shall be issued to you.
However, if you have not provided details of your bank account in the application, the Company will make such refund payments to you by way of a cheque.
11. Where an application is signed under a Power of Attorney, a copy certified by a Notary Public must be lodged with the Registrars to the Issue along with the application.
12. In the case of Companies/Incorporated Bodies the common seal shall be placed and duly attested as per the Articles of Association/Statute.
13. Application Forms accompanying remittances, which are incomplete/with incorrect details, and not in accordance with these instructions will be rejected.
14. All correspondence sent via post in this regard should be addressed to the Registrar to the Issue, 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" or via email to balarights@cse.lk
15. Please note that applications forwarded via post and courier too should reach the Registrars to the Issue by the closing date, i.e. 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.
16. Cheques in respect of applications for additional shares will be banked by the Company only after the Last Date of Acceptance and Payment.