## FORM C: FORM OF APPLICATION FOR ADDITIONAL ORDINARY VOTING SHARES

# **BALANGODA PLANTATIONS PLC (PQ 165)**

Date: .....

ISSUE OF 23,636,363 ORDINARY VOTING SHARES AT RS. 85.00 PER SHARE PAYABLE ON OR BEFORE 22ND DECEMBER 2022 For use only by the Shareholders of the Company who are on the Register of Members as at end of trading on 25<sup>TH</sup> November 2022

The Directors BALANGODA PLANTATIONS PLC C/O Central Depository Systems (Pvt) Ltd [Registrars to the Issue] Ground Floor, M&M Center, 341/5, Kotte Road, Rajagiriya, Sri Lanka

Dear Sir/Madam,

### NAME OF SHAREHOLDER

ADDRESS

#### FOLIO REFERENCE / CDS CLIENT ID

I/We the above-named Shareholder(s) hereby apply for the undernoted additional Ordinary Voting Shares along with the required remittance and request you to allot me/us that number of shares and I/we agree to accept same or any lesser number of shares in respect of which this application may be accepted by you and authorize you to;

[Tick as applicable] Please directly deposit the shares allotted to my/our securities A/C at the Central Depository Systems (Pvt) Ltd. to the following: Trading Balance - Deposit the number of shares allotted to me/us to my/our trading balance.



Locked Balance - Deposit the shares to my Locked Balance of the CDS account appearing herein (I/We understand that the shares in the locked balance would not be available for trading purposes and would not be visible to the respective CDS participants.) Please do not tick unless you require to LOCK the securities balance from Trading.

My/our CDS account number is given below. 

Number of Additional New Ordinary Voting Shares applied for	Name of Bank/Branch	Cheque/Bank Draft Guarantee No. /Fund Transfer Reference No.	Amount @ Rs.85.00 per Share	

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Any monies returnable to me/us should be made as indicated below:

By a cheque posted at my/our risk to the address available in the CDS account or the Company Ledger.

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By a fund transfer through the Sri Lanka Inter Bank Payment System (SLIPS) to my bank account number given below.

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Bank Cod	e	Bra	anch Co	ode	Account No.											

Please note that if the fund transfer through SLIPS is rejected by the Bank for any reason a cheque will be posted at the risk of the Shareholder to the address available in the CDS account or the Company Ledger:

I/We further confirm as follows:

	Full Name(s) of Shareholder(s) - underline Surname(s)	NIC/Passport/ Company Reg. No. (PP. No. is acceptable only if the NIC No. is not available)	Nationality	Occupation
(1) Mr./Mrs./Miss.				
(2) Mr./Mrs./Miss.				
(3) Mr./Mrs./Miss.				
Address			Telephone	

I/We hereby declare that I am/we are:

Not resident outside Sri Lanka and not a Company or Corporation incorporated outside Sri Lanka and I am/we are not acquiring the shares as nominee of the person resident or Company/Corporation incorporated outside Sri Lanka.

Individual(s) resident outside Sri Lanka/a Company /Corporation incorporated outside Sri Lanka.

For non-resident Shareholders only - IIA account details

Signatures of shareholders

SIGNATURE(S)	(1)	(2)	(3)

### NOTES AND INSTRUCTIONS

- 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 <u>balarights@cse.lk</u> 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 22<sup>nd</sup> 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, 22<sup>nd</sup> 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 09<sup>th</sup> 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 <u>not</u> 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 <u>balarights@cse.lk</u>
- 15. Please note that applications forwarded via post and courier too should reach the Registrars to the Issue by the closing date, i.e. 22<sup>nd</sup> 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.