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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 2019.

Following the issuance of guidance by the Colombo Stock Exchange (CSE) due to the COVID-19 pandemic situation of the country and in the interest of protecting public health and facilitating compliance with the Health and Safety guidelines issued by the Government of Sri Lanka the Twenty Seventh (27th) Annual General Meeting (AGM) of **B**alangoda **P**lantations PLC will be held virtually in the manner prescribed below:

A. GENERAL DETAILS

1. The Twenty Seventh (27th) AGM of **B**alangoda **P**lantations PLC will be conducted from “**Mini Auditorium**” DCSL, # 110, Norris Canal Road, Colombo 10, Sri Lanka at 11.00 a.m. on Tuesday, 15th September 2020.
2. The AGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual AGM.
3. Only the Chairman/Managing Director, the Board of Directors, certain Key Management Personnel, the Company Secretary, and the External Auditors will be present at the venue of the meeting in person 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.
4. The Annual Report of the Company for the year ended 2019 will be available for perusal on the Company website on <http://melsta.com/our-core-sectors/plantation-services> and the Colombo Stock Exchange website on www.cse.lk.
5. If you wish to receive a printed copy of the Annual Report for the year ended 2019, please complete and forward us the Form of Request attached hereto (*Annexure I*) by post to the registered address of the Company # 110, Norris Canal Road, Colombo 10, Sri Lanka or e.mail 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 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 so 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 or facsimile on +94 11 2540333 or by post to the registered address of the Company # 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 or facsimile on +94 11 2540333 or by post to the registered address of the Company # 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 Secretariat Division of **B**alangoda **P**lantations PLC.

Telephone : 94 11 2522871 ext. 793

E.mail : bplmplcompanysecretary@gmail.com

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

Yours faithfully,

BALANGODA PLANTATIONS PLC

P A Jayatunga
Company Secretary

04th August 2020

Annexure I

To Company Secretary
Balangoda Plantations Plc
110, Norris Canal Road
Colombo 10.

☐ I would like to receive the printed version of the Annual Report of Balangoda Plantations PLC

Full Name of the Shareholder(as on the CDS account / Share Certificate)	
Folio Number	
Company Registration No.	
Address	
Contact No.	

.....
Signature

.....
Date

Note:

- (1) Please complete the Form of Request by filing in legibly the required information in **BLOCK LETTERS** signing in the space provided and filing in the date of signature.
- (2) Please post the completed Form of Request to the Company Secretary at the address given above or email to bplmplcompanysecretary@gmail.com or facsimile on +94 11 2540333

BALANGODA PLANTATIONS PLC
27TH ANNUAL GENERAL MEETING
REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE PARTICIPATION

To : Company Secretary
 Balangoda Plantations PLC
 # 110, Norris Canal Road
 Colombo 10.
 Sri Lanka.

1. Full Name of the Shareholder/s

Primary 1.-----

*Joint 2.-----

*Joint 3.-----

2. Shareholder/s Address :-----

3. Shareholder/s NIC NO./Passport No./ Co. Reg. No

Primary 1.-----

*Joint 2.-----

*Joint 3.-----

4. Shareholder/s Contact No : Fixed Line:----- Mobile :-----

E.mail :-----

5. Name of the Proxy holder :-----

6. Proxy holder's NIC No / Passport No :-----

7. Proxy holder's Contact No : Fixed Line:-----Mobile :-----

E.mail :-----

I/We hereby certify that the details given above are true and accurate and are furnished for the purpose of enabling my/our online participation at the Annual General Meeting. I/We acknowledge that the Company shall have the right to disable my/our participation in the event the above information furnished are found to be incorrect or inconsistent with shareholding records.

Shareholder's Signature/(s)

Shareholder's Signature /Date *1st Joint Holder's Signature /Date *2nd Joint Holder's Signature /Date

**Strike out if not applicable*

Note:

1. It is mandatory for the shareholder/s to provide the ***e.mail address*** in the space provided above in order to forward the login information to facilitate the online participation at the meeting.
2. Duly filed Registration of Shareholder Details Form should be forwarded to 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.***