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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 EXTRAORDINARY 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 Extraordinary General Meeting (EGM) of Balangoda Plantations PLC will be held virtually in the manner prescribed below:

A. GENERAL DETAILS

1. An Extraordinary General Meeting of Balangoda Plantations PLC will be conducted from “Mini Auditorium” of Distilleries Company of Sri Lanka PLC, # 110, Norris Canal Road, Colombo 10, Sri Lanka at 11.30 a.m. on Tuesday, 15th September 2020.
2. The EGM will be held in accordance with the guidelines issued by the CSE for the hosting of a virtual EGM.
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 Report prepared by the Board of Directors in Terms of section 220 of the Companies Act No. 07 of 2007 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.

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 I** 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 address as provided.
4. To facilitate the appointment of proxies s 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.

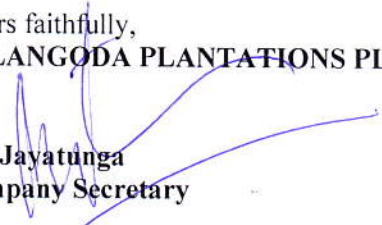
For any further queries on this matter, please contact Ms Renuka Weerasinghe at the Company Secretariat Division of **Balangoda Plantations PLC.**

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

24th August 2020