

19th June 2020

Mr Renuka Wijayawardhane
Chief Regulatory Officer
Colombo Stock Exchange
No 04 – 01 West Block
World Trade Centre
Echelon Square
Colombo 1

Dear Sir

NOTICE REGARDING HEALTH AND SAFETY INSTRUCTIONS AT THE ANNUAL GENERAL MEETING OF NATIONAL DEVELOPMENT BANK PLC

We look forward to engaging with our Shareholders at the Annual General Meeting of National Development Bank PLC (the Bank) as detailed in Announcement dated 22nd May 2020 which included the Notice of Meeting, Form of Proxy and all relevant documents required to be filled by the Shareholders prior to coming for the meeting.

All measures will be taken in the best interests of all proposed Meeting attendees and as such would like to make a special plea to all Shareholders of the Bank to carefully read the instructions / guidelines below given as the health and well-being of our Shareholders is of utmost importance to us.

1. Attending / voting by Proxy

Shareholders are encouraged to attend/vote by Proxy through the appointment of a member of the Board of Directors to represent them and vote on their behalf. Shareholders are advised to complete the Form of Proxy and their voting preferences on the specified resolutions to be taken up at the Meeting and submit the same to the Bank in accordance with the instructions given on the reverse of the Form of Proxy (which may be accessed on the Colombo Stock Exchange Website under Announcement dated 22nd May 2020 or the NDB Website <https://www.ndbbank.com/investor-relations/events>).

Please note that the duly completed Proxy Form could be emailed to the Company Secretary (shehani.ranasinghe@ndbbank.com), faxed to the Bank (011 2341050) or dropped off at your nearest NDB branch no later than 24 hours prior to the time appointed for holding the Meeting.

2. Attending the Meeting in person

Should a Shareholder wish to attend the Meeting in person or through a Proxy (who is not a Director of the Company), such Shareholder or their Proxy is requested to:

- a. Arrive early in order to register, carry out mandatory health checks, be sanitized, fill in the required forms and avoid crowding;
- b. Wear a suitable face mask when attending the Meeting;
- c. Refrain from carrying excess baggage / luggage into the premises.
- d. Ensure that Annexure 1 annexed to the Notice of Meeting, which was shared via Announcement dated 22nd May 2020, the NDB Website and as posted to Shareholders; is duly completed and emailed to the Company Secretary (shehani.ranasinghe@ndbbank.com), faxed to the Bank (011 2341050) or dropped off at your nearest NDB branch before 23 June 2020.
- e. Co-operate with the health and safety measures implemented by the Bank, details of which are outlined below under the heading "Health and Safety".

Shareholders and/or their Proxies are requested, in the best interests of all Meeting attendees, not to attend the Meeting if they are feeling unwell, exhibiting any signs or symptoms of COVID-19 or have been placed on quarantine or stay-at-home notices.

3. Health and Safety

The Meeting will be held in compliance with the guidelines issued by the health authorities and the standards imposed by the Bank to ensure the safety and well-being of all proposed to gather at the meeting. Please note that in compliance with such guidelines and standards:

- a. All attendees will have to undergo a temperature check and sign a declaration form including contact details, historical and current health status, recent overseas travel history and exposure.
- b. Persons who record temperatures in excess of norms prescribed by the Ministry of Health will not be permitted into the premises.
- c. Persons with respiratory infections of any type including a cough, cold, sore throat or exhibiting any other similar symptoms will not be permitted to enter into the premises.
- d. Physical contact such as shaking hands will not be permitted and attendees will not be permitted to linger or remain after the conclusion of the Meeting.
- e. Any person not adhering to health and safety guidelines and standards, including wearing a mask and maintaining the minimum social distance required, will be requested to leave the Meeting.
- f. No food / beverages / gift tokens will be given at this meeting.
- g. Once the auditorium is filled to capacity within the permitted guidelines and instructions received by the health authorities, Shareholders who have not responded to the Bank submitting via email / fax the duly completed Annexure 1 annexed to the Notice of Meeting shared via Announcement dated 22nd May 2020 May 2020, will not be permitted to enter.

4. Connecting with us online

- a. As an additional step the Bank welcomes all Shareholders who wish to connect to the AGM on the Banks online platform to complete Annexure 2 which was shared via Announcement dated 22nd May 2020, the NDB Website and posted to the Shareholders of the Bank. This document should be duly completed and emailed to the Company Secretary (shehani.ranasinghe@ndbbank.com), faxed to the Bank (011 2341050) or dropped off at your nearest NDB branch before 23 June 2020. Once we have received your duly completed Annexure 2, we will get in touch with you via email for further details.

Thank you

Yours faithfully

National Development Bank PLC



Ms. Shehani Ranasinghe
Company Secretary

19th June 2020
Colombo