

1.0 INSTRUCTIONS

- i. The Application Form must be completed in full in capital letters.
- ii. Please tick (✓) in the boxes appropriate to you. In the event a particular section in this Application Form is not applicable, please indicate "N/A" in the relevant section.
- iii. Applications should be made on the Application Forms, issued with the Prospectus. Application Forms could be downloaded from the following websites: www.combank.lk and www.cse.lk. Exact size photocopies of Application Forms too would be accepted. Care must be taken to follow the instructions given with the Application Form.
- iv. Applications that do not strictly conform to such instructions and the other conditions set out below or which are illegible may be rejected.
- v. Applications should be made for a minimum of one hundred (100) Debentures (Rs. 10,000/-) other than in the case of individual Qualified Investors. Applications for less than 100 Debentures will be rejected. The minimum subscription requirement applicable for an individual Qualified Investor applying for Debentures shall be fifty thousand (50,000) Debentures (Rs. 5,000,000/-). Applications in excess of the minimum subscription requirement shall be in multiples of 100 Debentures.
- vi. All Qualified Investors should apply only for one type of Debentures under one Application Form.
- vii. In the event a Qualified Investor wishes to apply for more than one type of Debentures, separate Application Forms should be used. Once an Application Form has been submitted for a particular type of Debentures, it will not be possible for Qualified Investors to switch between the types of Debentures.
- viii. All Qualified Investors should indicate their CDS account number in the Application Form.
- ix. Any Application which does not carry a valid CDS account number or indicates a number of a CDS account which is not opened at the time of the closure of the subscription list or which indicates an inaccurate/incorrect CDS account number will be rejected and no allotment will be made.
- x. To open a CDS Account, please contact any one of the Trading Participants of the CSE as contained in Annexure B or any Custodian Bank given under Annexure C of the Prospectus.
- xi. The allotted Debentures would only be credited to the Qualified Investor's CDS account.
- xii. No Debenture certificate will be issued.
- xiii. The NIC, passport, or company registration number of the Qualified Investor as the case may be, must be stated in the Application Form.
- xiv. Joint Applications may be made. The interest cheques (if any) will be drawn in favour of the "SOLE/ FIRST QUALIFIED INVESTOR" as given in the Application Form.
- xv. A Qualified Investor of a joint Application for one type of Debentures will not be eligible to apply through a separate Application Form either individually or jointly for the same type of Debentures. Such Qualified Investors are also deemed to have made multiple Applications and will be rejected.
- xvi. In the case of corporate Qualified Investors, the common seal of the company should be affixed and attested if required by the Articles of Association of such Qualified Investor.
- xvii. A Sri Lankan citizen must state his/her National Identity Card (NIC) number on the Debenture Application Form. The Passport number can be given only when the NIC number is not available. In the case of a corporate entity, the Company Registration Number must be given.
- xviii. Application Forms may be signed by a third party on behalf of the Qualified Investor(s) provided that such person holds the Power of Attorney (POA) of the Qualified Investor(s). A copy of such POA certified by a Notary Public as "True Copy" should be attached with the Application Form. Original of the POA should not be attached.
- xix. Funds for the investments in Debentures and the payment for Debentures by foreign institutional investors, corporate bodies incorporated outside Sri Lanka, individuals resident outside Sri Lanka and Sri Lankans resident outside Sri Lanka should be made only out of funds received as inward remittances or available to the credit of "Inward Investment Account" (IIA) of the foreign Qualified Investor opened and maintained in a Licensed Commercial Bank in Sri Lanka in accordance with directions given by the Director of the Department of Foreign Exchange in that regard to Licensed Commercial Banks.

An endorsement by way of a letter by the Licensed Commercial Bank in Sri Lanka in which the Qualified Investor maintains the IIA, should be attached to the Application Form to the effect that such payment through bank draft/ RTGS has been made out of the funds available in the IIA.
- xx. Foreign institutional investors, corporate bodies incorporated outside Sri Lanka, individuals resident outside Sri Lanka and Sri Lankans resident outside Sri Lanka should have obtained necessary internal approvals as provided by their internal approval procedures at the time of applying for the Debentures and may be affected by the laws of the jurisdiction of their residence. If the Non-Resident Qualified Investors wish to apply for the Debentures, it is their responsibility to comply with the laws relevant to the jurisdiction of their residence and of Sri Lanka.
- xxi. Qualified Investors who wish to apply through their Margin Trading Account should submit the Application in the name of the "Margin Provider/ Qualified Investor's Name" signed by the Margin Provider.

The margin provider should indicate the relevant CDS account number relating to the margin trading account in the Application Form. A photocopy of the margin trading agreement must be submitted along with the Application.

Please note that the margin provider can apply under its own name and such Applications will not be construed as multiple Applications.

2.0 MODE OF PAYMENT

- i. Payment in full for the total value of Debentures applied for should be made either by RTGS transfer directed through any Licensed Commercial Bank operating in Sri Lanka or an internal fund transfer within Commercial Bank of Ceylon PLC or Cheques/Bank Drafts or Bank Guarantees drawn upon any Licensed Commercial Bank operating in Sri Lanka, as the case may be, subject to (ii) below. Cash, CEFTS and SLIPS transfers will not be accepted.
- ii. Payments for Application values below Sri Lanka Rupees One Hundred Million (Rs. 100,000,000/-) should be supported by a RTGS transfer or an internal fund transfer within Commercial Bank of Ceylon PLC or a Bank draft/cheque drawn upon any Licensed Commercial Bank operating in Sri Lanka. Payments for Application values above and inclusive of Sri Lanka Rupees One Hundred Million (Rs. 100,000,000/-) should be supported by either a:
 - RTGS transfer or an internal fund transfer within Commercial Bank of Ceylon PLC with value on the date of the Issue Opening Date; or
 - Bank guarantee issued by a Licensed Commercial Bank; or
 - Multiple bank drafts/cheques drawn upon any Licensed Commercial Bank operating in Sri Lanka, each of which should be for a value less than Rs. 100,000,000/-.
- iii. Multiple cheques or bank drafts or RTGS or internal fund transfers within Commercial Bank of Ceylon PLC will not be accepted for Application value below Rs. 100,000,000/-.
- iv. Cheque or bank draft should be made payable to "COMMERCIAL BANK OF CEYLON PLC – DEBENTURE ISSUE 2024" and crossed "Account Payee Only", and must be honoured on the first presentation.
- v. In case of bank guarantees, such bank guarantees should be issued by any Licensed Commercial Bank in Sri Lanka in favour of "COMMERCIAL BANK OF CEYLON PLC – DEBENTURE ISSUE 2024" in a manner acceptable to the Company, and be valid for a minimum of One (01) month from the Issue Opening Date (i.e. July 02, 2024).
- vi. In case of RTGS transfers or internal fund transfers within Commercial Bank of Ceylon PLC, such transfers should be made to the credit of "COMMERCIAL BANK OF CEYLON PLC – DEBENTURE ISSUE 2024" bearing the account number 1000772300 at Commercial Bank of Ceylon PLC with value on the Issue Opening Date (i.e. the funds to be made available to the above account on the Issue Opening Date).
- vii. The Qualified Investor should obtain a confirmation from the Qualified Investor's bank, to the effect that arrangements have been made to transfer payment in full and should be attached to the Application Form.
- viii. For RTGS transfers or internal fund transfers within Commercial Bank of Ceylon PLC, an interest at the rate of eight percent (8.00%) per annum will be paid from the date of such transfer up to the Date of Allotment. If any transfers are effected prior to the Issue Opening Date, no interest will be paid for the period prior to the Issue Opening Date. No interest will be paid if the RTGS transfers or internal fund transfers within Commercial Bank of Ceylon PLC are not realised before the end of the Closure Date.
- ix. All cheques/bank drafts received in respect of the Applications for Debentures will be banked commencing from the Market Day immediately following the Issue Closing. Cheques must be honoured on first presentation for the Application to be valid.
- x. Please refer Section 6.4 of the Prospectus for further details.

Forwarding Completed Applications

Application Forms properly filled in accordance with the instructions thereof together with the remittance for the full amount payable on Application should be enclosed in an envelope marked "COMMERCIAL BANK OF CEYLON PLC – DEBENTURE ISSUE 2024" on the top left hand corner in capital letters and dispatched by post or courier or delivered by hand to the Registrars to the Issue or collection points mentioned in Annexure B of the Prospectus.

Applications sent by post or courier should reach the office of the Registrars to the Issue; SSP Corporate Services (Pvt) Limited, 101, Inner Flower Road, Colombo 03 at least by 4.30 p.m. on the following Working Day immediately upon the Issue Closing Date. Applications received after the said period will be rejected even though they have been delivered to any of the said collection points prior to the Issue Closing Date or carry a postmark dated prior to the Issue Closing Date.

Applications delivered by hand to the Registrars to the Issue after the Issue Closing Date will also be rejected.

Refunds on Applications

Refunds on Applications rejected or partly allotted Debentures would be made within Eight (8) Market Days from the Issue Closing Date excluding the Issue Closing Date.

If the Qualified Investor has provided accurate and complete details of his bank account in the Application, the Bankers to the Issue will make refund payments up to and inclusive of Sri Lanka Rupees Five Million (Rs. 5,000,000/-) to the bank account specified by the Applicant, through SLIPS and a payment advice will be sent. In the event of refunds over Rupees Five Million (Rs. 5,000,000/-), if the Applicant has provided accurate and complete details of his bank account in the Application, refunds will be made via RTGS.

Funds received via IIA accounts will be refunded via IIA accounts in the event there are refunds to be made.

Please refer Section 6.4 of the Prospectus for further details.

PLEASE REFER PROSPECTUS FOR DETAILS. APPLICATIONS NOT MADE IN ACCORDANCE WITH INSTRUCTIONS THEREIN WILL BE REJECTED.

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