Request Letter

To:
Company Secretary
Commercial Bank of Ceylon PLC
'Commercial House'
No. 21, Sir Razik Fareed Mawatha
Colombo 01
Sri Lanka
Tel: 011 248 6071 – 4

Dear Sir,

Commercial Bank of Ceylon PLC
Request for a Printed copy of the Annual Report – 2025

With reference to the Circular to Shareholders dated March 9, 2026, I/we hereby request you to provide me/us with a printed copy of the Annual Report of Commercial Bank of Ceylon PLC for the financial year ended December 31, 2025, to the address indicated below:

Voting Shareholder/s ☐ Non-voting Shareholder/s ☐ Both ☐	
Name/s of Shareholder/s	
NIC No. / Passport No. / Company Registration No.	
CDS Account No.	
Folio Number indicated in the address label	
Contact No. Mobile : Landline:	

....
Signature Date

Notes:

1. *Kindly perfect this Request Letter by filling in legibly the required information, signing in the space provided and filling in the date.*
2. *In the case of Joint shareholder/s, this request letter may be signed by the registered Principal holder.*
3. *In the event that the shareholder is a company, the letter may be executed in terms of the Articles of Association of the company or by a duly authorized representative.*
4. *The completed Request Letter should be dispatched to reach the Company Secretary, Commercial Bank of Ceylon PLC, 'Commercial House', No. 21, Sir Razik Fareed Mawatha, Colombo 01, Sri Lanka or email to companysecretary@combank.net, on or before March 19, 2026.*