

INSTRUCTIONS

1. Applications must be completed in FULL in CAPITAL LETTERS
2. Please tick (✓) in the boxes appropriate to you.
3. **Applications must be made for a minimum of 100 Debentures or multiples thereof.**
4. Applicants should be over 18 years of age. Applications will not be accepted by sole proprietorships or unincorporated trusts
5. Non residents can apply only for type C debentures
6. If the ownership of the Debentures is desired in the name of one individual, full detail should be given under the heading SOLE/FIRST APPLICANT. In the case of joint applicants, the signatures and particulars in respect of all applicants must be given under the relevant headings. Joint applicants will not be eligible to send a separate application either jointly or individually for the same type of debenture.
7. Applications must be made on the forms supplied with the prospectus. Exact size photocopies of the forms supplied with prospectus may also be used. Only one type of Debentures should be applied per Application form. Investors may apply for different types of Debentures on separate application forms using exact size photocopies.
8. In the case of applications made under Powers of Attorney a copy of the original Power of Attorney certified by a Notary Public should be attached with the Application Form and lodged with the Managers/registrars to the Issue. The original Power of Attorney **should not** be attached.
9. Applications by companies, corporate bodies, societies, approved provident funds, trust funds and approved contributory pension schemes registered/incorporated / established in Sri Lanka should be made under their common seal or in any other manner as provided by their Articles of Association or such other constitutional documents of such applicant or as per the statues governing them. In the case of approved Provident Funds, Trust Funds and approved Contributory Pension Schemes, the application should be in the name of the Trustees/Board of Management in order to facilitate the opening of the CDS accounts.
10. **All Resident Applicants should indicate in the Application for Debentures, their National Identity Card (NIC) Number.** The Passport Number may be indicated only if Applicants do not have a National Identity Card number. Application forms which do not state the NIC,Passport or company registration number, as the case may be will be rejected.
11. As per the Directive of the Securities and Exchange Commission published by Circular No.08/2010 dated November 22, 2010 and Circular No.13/2010 issued by the Central Depository System (Private) Limited (CDS) and dated November 30, 2010, all debentures shall directly uploaded to the CDS.
12. ALL APPLICATIONS SHOULD INDICATE THE CDS ACCOUNT NUMBER OR THE CDS MARGIN TRADING ACCOUNT NUMBER (AS APPLICABLE) APPLICATIONS STATING A NUMBER OF A CDS ACCOUNT WHICH IS NOT OPENED AT THE TIME OF THE CLOSURE OF THE SUBSCRIPTION LIST SHALL BE REJECTED AND NO ALLOTMENTS WILL BE MADE. Therefore applicants who do not have a CDS account are advised to open a CDS account prior to making the application, in order to facilitate the uploading of allotted debentures. You may open a CDS account through any member/ Trading member of the CSE as set out in Annexure V of the Prospectus.
13. APPLICATIONS WHICH DO NOT CARRY A VALID CDS ACCOUNT NUMBER, OR WHICH INDICATE AN INCORRECT/INACCURATE CDS ACCOUNT NUMBER SHALL BE REJECTED AND NO ALLOTMENTS WILL BE MADE. Please note that upon the allotment of debentures under this Issue, THE ALLOTTED DEBENTURES WOULD BE CREDITED TO THE APPLICANT'S CDS ACCOUNT indicated in the application form. In the event that the applicants CDS account number is correctly stated in the application form all correspondence with such applicant will be sent to the address given to the CDS by such applicant. Further in the event the name or the address of the applicant mentioned in the application form differ from the name and the address given to the CDS by such applicant the name and the address in the CDS shall precede.
14. PLEASE NOTE THAT DEBENTURE CERTIFICATES SHALL NOT BE ISSUED
15. Applicants who wish to apply through their Margin Trading Account, should submit the application in the name of the "Margin Provider/Applicant's Name" and signed by the Margin provider, requesting a direct upload of the Debentures in the CDS Margin Trading A/c. The Margin provider should indicate the relevant CDS A/c number relating to the Margin Trading A/C in the space provided in the Application Form. A copy of the Margin Trading Agreement must be submitted along with the Application.
16. Margin providers can apply under their own name and such applications will not be construed as multiple applications.
17. In the event of an oversubscription, the refund payment will be made to the bank account specified by the applicant through the Sri Lanka Inter-bank Payment System (SLIPS) on or before the expiry of ten (10) Market Days from the Closure Date (excluding the Closure Date) as required by the CSE Listing Rules and a payment advice shall be issued to the applicant provided that the applicant has submitted accurate and complete details of his/her bank account in the Application Form. In the event of refunds over Rupees Five Million (Rs.5,000,000/-)or If the applicant has not provided details of the bank account in the Application Form or has provided inaccurate or incomplete details of the bank account, the refund payments will be made by a crossed cheque in favour of the applicant and sent by ordinary post at the risk of the applicant. In the case of joint Applications, a crossed cheque will be drawn in favour of the applicant whose name appears first in the Application Form. Please refer "Section 3.8 – Refunds " in the Prospectus for further details.
In order to obtain bank and branch codes for fill the SLIP transaction detail search the following web link
www.lankaclear.com/productsand services/slinterbank payment system guideline.php

Mode of Remittance

Remittances should be made separately in respect of each application by way of a Cheque, Bank Draft or Bank Guarantee, as the case may be. Cheques or bank drafts should be drawn on any commercial bank in Sri Lanka and crossed "**Account Payee Only**" and made payable to "**BOC Debenture Issue Account**". The Bank Guarantees should be issued by a commercial bank in Sri Lanka and payable on demand, to "**BOC Debenture Issue Account**" and should be in a manner acceptable to **BOC**. Applications with two or more Cheques/ Bank Drafts/ Bank Guarantees will be rejected. **Payments for applications for values above and inclusive of LKR 100,000,000 should be supported by a Bank Guarantee.** Non-resident investors are advised to route the payment through their "Securities Investment Account (SIA) or Inward remittances instructions payable in Sri Lanka to avoid payment delays.

CASH WILL NOT BE ACCEPTED.

Forwarding of Completed Applications

The application forms duly completed together with the remittances for the full amount payable should be dispatched by post or delivered by hand in an envelope addressed to :

Managers / Registrars to the Issue
Investment Banking Division
Bank of Ceylon
23rd Floor, Head Office
No 4 Bank of Ceylon Mawatha
Colombo 1

And marked "**BOC DEBENTURE ISSUE**" on the top left hand corner of the envelope in capital letters

In the alternative Application forms may also be delivered by hand to the Head Office or any branch of the Bank of Ceylon listed in Annexure IV or to any members of the CSE listed in Annexure V of the Prospectus.

Applications sent by post or delivered to any Collection Point mentioned in Annexure IV and V of the Prospectus should reach the office of the Managers/Registrars to the Issue at least by 4.30 p.m. on the third working day immediately upon the closure of the Subscription List. Applications received after the said time period will be rejected even though they have been delivered to any of the said Collection Points prior to the closing date or carry a postmark dated prior to the closing date. Applications delivered by hand after the closure of the issue will also be rejected.

PLEASE REFER THE PROSPECTUS FOR DETAILS. APPLICATIONS WHICH ARE NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS OR WHICH ARE ILLEGIBLE MAY BE REJECTED.