

## RENUKA HOLDINGS PLC

Company Reg. No. PQ 227

Issue of 9,642,622 new ordinary nonvoting shares at Rs.10.00 per share payable on or before 16<sup>th</sup> December,2020

Dear Shareholders,

Due to the current postal delay and also some areas being under isolated lockdown, with the concurrence of the Colombo Stock Exchange, the management of Renuka Holdings PLC, have introduced a procedure to be followed by the Shareholders in the Register of shareholders as at the 25<sup>th</sup> day of November 2020 to apply for their Rights Entitlement and for additional Rights Shares.

Further, the Company has facilitated all shareholders who are interested in applying for additional shares to apply for their subscriptions via the <https://www.cds.lk/renuka-holdings-plc-right-issues/>

Accordingly, holders of Renuka Holdings PLC shares as at end of trading on 25<sup>th</sup> November 2020 who wish to subscribe for the Rights Issue, are advised to follow the procedure given below to apply for their respective Right Entitlement and for additional shares under the Rights Issue.

Please contact the Registrars to the Issue "Central Depository Systems (Pvt) Limited" on mobile Nos. 0789044094, 0740772177, 0718712676 & 0725935301 for any assistance, including checking on your "Rights Entitlement".

25<sup>th</sup> November, 2020

As a registered shareholder of our Company, you have been provisionally allotted your due entitlement of three (03) new ordinary nonvoting shares for every four (04) ordinary nonvoting shares held by you as at end of trading on 25<sup>th</sup> November, 2020 payable at a price of Rs.10.00 per share, upon Acceptance  
[ ie – No of shares Provisionally allotted = No of shares held as at 25<sup>th</sup> November 2020 divided by 04 & multiplied by 03(new shares) ], fractions will be ignored for this purpose.

### (A) Non CDS Shareholders – Procedure for Application

Shareholders whose shares are held in the Register & not in the CDS, are kindly requested to follow the following Instructions:

- (i) If you wish to accept the shares provisionally allotted to you, as your Entitlement, you are required to download Form A "Letter of Acceptance & Registration", from <https://www.cds.lk/renuka-holdings-plc-right-issues/> web link or [www.cse.lk](http://www.cse.lk) web site, complete the Form in its entirety by following the instructions given therein & these instructions:

You may make the payment for your shares either by depositing cheque / Bank draft drawn upon any commercial bank operating in Sri Lanka and payable to "**Renuka Holdings PLC-Rights issue-Non voting**" and crossed "Account Payee Only" or by direct remittance to the Rights Issue Account as given below:

Payment to - Renuka Holdings PLC-Rights issue-Non voting  
Account No. - 003010537539  
Name of Bank - Hatton National Bank (Bank code. 7083)  
Branch - Head Office Branch (Branch code. 003)

- (ii) If you wish to apply for Additional Shares, you are required to download Form C “Form of Application for Additional Shares” from <https://www.cds.lk/reuka-holdings-plc-right-issues/> or [www.cse.lk](http://www.cse.lk) web site, complete same in its entirety by following the instructions given therein & these instructions:

You may make the payment (a separate payment) for your shares either by online fund transfer/ direct bank deposit or cheque / Bank draft drawn upon any commercial bank operating in Sri Lanka and payable to "**Renuka Holdings PLC-Rights issue-Non voting**" and crossed "Account Payee Only" or by direct remittance to the Rights Issue Account as given below:

Payment to	- Renuka Holdings PLC-Rights issue-Non voting
Account No.	- 003010537539
Name of Bank	- Hatton National Bank (Bank code. 7083)
Branch	- Head Office Branch (Branch code. 003)

- IMPORTANT** - The completed “Letter of Acceptance & Registration” Form A & the “Form of Application for Additional Shares” Form C (as applicable) together with the separate receipt of the payments for shares applied for in Form A and / or Form C (as applicable) must be uploaded to the <https://www.cds.lk/reuka-holdings-plc-right-issues/> or e-mail to [registrars@cse.lk](mailto:registrars@cse.lk)

- (iii) If you have a CDS account, and your existing shareholding is not lodged in the CDS, however you wish to trade in your Rights either fully or partly, you are advised to download Form B “Form of Renunciation to CDS”, complete the Form in its entirety & upload to the <https://www.cds.lk/reuka-holdings-plc-right-issues/> or e-mail the scanned Form to the Registrars to the Issue at [registrars@cse.lk](mailto:registrars@cse.lk), to facilitate the Registrar to forward same to the CDS, for uploading your share Entitlement to your CDS Account (during Renunciation period).

Upon lodgment setout above, if you wish to subscribe for your rights (partly / fully), thereafter, please submit the required remittance / subscription to your Stockbroker / Custodian Bank, not later than 4.30 p.m. on 15<sup>th</sup> December 2020 (being the last date of Renunciation to CDS) for onward transmission to the Registrars to the Issue via the CDS.

#### **(B) CDS – Procedure – Procedure for Application**

Rights “Entitlement” of the shareholders whose shares are held in the CDS, will be directly uploaded to your CDS Account to facilitate trading from 8<sup>th</sup> December 2020 to 15<sup>th</sup> December 2020 (being the period of Renunciation).

- (i) If you wish to trade in your Rights Entitlement fully or partly, you may do so up to the last date of Renunciation to CDS, namely 15<sup>th</sup> day of December 2020.
- (ii) If you wish to subscribe for your Rights Entitlement (partly or fully) thereafter, you are required to submit your subscription / remittance to your Stockbroker / Custodian Bank, not later than 4.30 p.m. on 15<sup>th</sup> December 2020 (being the last date of Renunciation to CDS) for onward transmission to the Registrars to the Issue, via the CDS.
- (iii) If you wish to apply for Additional Shares, you are required to download Form C “Form of Application for Additional Shares”, complete same form in its entirety by following the instructions given therein & these instructions:

You may make the payment (a separate payment) for your shares either by online fund transfer/ direct bank deposit or cheque / Bank draft drawn upon any commercial bank operating in Sri Lanka and payable to "**Renuka Holdings PLC-Rights issue-Non voting**" and crossed "Account Payee Only" or by direct remittance to the Rights Issue Account as given below:

Payment to	- Renuka Holdings PLC-Rights issue-Non voting
Account No.	- 003010537539
Name of Bank	- Hatton National Bank (Bank code. 7083)
Branch	- Head Office Branch (Branch code. 003)

**IMPORTANT** - The completed "Letter of Acceptance & Registration" Form A (Applicable only for the shares held in ledger of such shareholders who are holding shares of the company both in their CDS account & share ledger of the company) & the "Form of Application for Additional Shares" Form C (as applicable) together with the separate receipt of the payments for shares applied for in Form A and / or Form C (as applicable) must be uploaded to the <https://www.cds.lk/renuka-holdings-plc-right-issues/> or e-mail to [registrars@cse.lk](mailto:registrars@cse.lk)

### (C) Additional Information

- (i) The direct remittance must be made by online fund transfer or bank deposit upon any commercial bank operating in Sri Lanka and payable to "**Renuka Holdings PLC-Rights issue-Non voting**". (If subscription is made through the CDS as set out in (B) above please pay your Stock Broker/Custodian Bank directly)
- (ii) Cheques must be honoured on first presentation for the application to be valid. Applications supported by cheques which are not honoured on first presentation will be rejected. Each Letter of Acceptance and Registration should be accompanied by a single Cheque/Bank Draft deposit confirmation, direct remittance (with advice) for the exact amount payable for the number of ordinary voting shares accepted. A separate Cheque/Bank Draft deposit confirmation, direct remittance (with advice) should be uploaded with the Form of Application for additional ordinary voting shares.
- (iii) The remittance from Non-Resident shareholders must be made out of an Inward Investment Account ("IIA") maintained with a Commercial Bank operating in Sri Lanka. Such applications must be accompanied by a letter from the respective commercial bank confirming same. If the payment is not made out of IIA, but out of an inward remittance or remittable funds, the approval of the Director, Department of Foreign Exchange to make such payment must accompany the Letter of Acceptance & Registration and the application for additional ordinary voting shares (as applicable).
- (iv) Please note that it is the Foreign Investor's/Non Resident Sri Lankan's responsibility to comply with laws relevant to the jurisdictions of their residency and of Sri Lanka.
- (v) Application Forms accompanying remittances, which are not in accordance with the instructions, will be rejected.
- (vi) The Rights shares allotted on this Issue would be directly uploaded to the CDS within 12 market days from the last date for acceptance and payment. Share certificates will not be issued.
- (vii) If the duly completed Form(s) and the payment for Rights Ordinary voting shares are not received before 4.30 p.m. on 16<sup>th</sup> December, 2020 (i.e. the last date of acceptance & payment) to the registrar to the issue Central Depository Systems (Pvt) Limited, the Rights Ordinary voting shares to which you are entitled to will be deemed to have been declined and will be treated as cancelled.
- (viii) Completed applications (via web portal) along with the payment or proof of payment [scanned copies (via web portal) should be submitted to the Registrars during office hours i.e. Monday to Friday between 8.30 a.m. to 4.30 p.m. <https://www.cds.lk/renuka-holdings-plc-right-issues/> .

- (ix) All correspondence in this regard should be addressed to the company with subject to "**Renuka Holdings PLC-Rights issue-Non voting**" via e-mail [registrars@cse.lk](mailto:registrars@cse.lk)

**IMPORTANT** – Completed Forms may be upload to the <https://www.cds.lk/renuka-holdings-plc-right-issues/> or e-mail to the company on [registrars@cse.lk](mailto:registrars@cse.lk) , together with proof of payment by scanning & e-mailing – Bank Deposit Slips / Online Fund Transfer Advice.

## NOTES AND INSTRUCTIONS

- (i) In the case of remittances from an IIA for applications for additional ordinary voting shares, it is permissible for a holder of an IIA to send a Bank Guarantee with the Form of Application for Additional ordinary voting shares. Once the additional ordinary voting shares to be allotted is determined by the Company, the Registrars shall claim the relevant amount/s due on the application from the bank. This procedure is adopted to avoid foreign exchange losses on conversion.
- (ii) Any refunds in respect of rejected/partly rejected applications for ordinary voting shares will be dispatched as expeditiously as possible and in any event within ten (10) market days from the last date of Acceptance and Payment. In the event a refund is not made within this period, the Applicant shall be entitled to interest calculated on the last quoted Average Weighted Prime Lending Rate (AWPLR) published by the Central Bank of Sri Lanka + 5%.

If you have indicated details of your bank account in the application, the Company will make such refund payments to the bank account specified by you, through Sri Lanka Inter Bank Payment System (SLIPS) and payment advice shall be issued to you.

Please note that if the fund transfer through SLIPS is rejected by the Bank for any reason a cheque will be posted at the risk of the shareholder to the first address given in Form C.

However, if you have not provided details of your bank account in the application, the Company will make such refund payments to you by way of a cheque.

- (iii) Where an application is signed under a Power of Attorney (POA) a scanned copy of same must be attached to the e-mail along with the application.
- (iv) In the case of Companies/Incorporated Bodies this Document shall be duly executed as per the Articles of Association/Statute.
- (v) Application Forms accompanying remittances, which are not in accordance with instructions, will be rejected.
- (vi) The application of additional ordinary voting shares should be uploaded to the <https://www.cds.lk/renuka-holdings-plc-right-issues/>.
- (vii) Both the Form "A" and "C", as applicable, needs to be digitally signed in the spaces provided in the Provisional Letter of Allotment.