



## INSTRUCTIONS

1. The Application Form must be completed in FULL in CAPITAL LETTERS.
2. 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.
3. Applications should be made on the Application Forms, issued with the Prospectus. Application Forms could be downloaded from the following websites: [www.combank.net](http://www.combank.net) and [www.cse.lk](http://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.
4. Applications that do not strictly conform to such instructions and the other conditions set out below or which are illegible may be rejected.
5. Applications should be made for a minimum of one hundred (100) Debentures each (LKR 10,000/-) and in multiples of 100 Debentures thereafter. Applications for less than 100 Debentures will be rejected.
6. Applicants should apply only for one type of Debenture under one Application Form.
7. In the event an Applicant 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 Debenture, it will not be possible for an Applicant to switch between the types of Debentures.
8. All Applicants should indicate their CDS account number in the Application Form.
9. 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.
10. To open a CDS account, please contact any one of the Members and Trading Members of the CSE as contained in Annexure B or any Custodian Bank given under Annexure C of the prospectus.
11. The allotted Debentures would only be credited to the Applicant's CDS account.
12. No Debenture certificate will be issued.
13. The NIC, Passport or company registration number of the Applicant as the case may be, must be stated in the Application Form.
14. Joint Applications may be made. The interest cheques (if any) will be drawn in favour of the SOLE/FIRST APPLICANT as given in the Application Form.
15. An Applicant 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 Applicants are also deemed to have made multiple Applications and will be rejected.
16. In the case of Corporate Applicants, the common seal of the company should be affixed and attested if required by the Articles of Association of such Applicant.
17. 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.
18. Application Forms may be signed by a third party on behalf of the Applicant(s) provided that such person holds the Power of Attorney (POA) of the Applicant(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.
19. Funds for the investments in Debentures and the payment for Debentures by foreign institutional investors, corporate bodies incorporated outside Sri Lanka, individuals residing outside Sri Lanka and Sri Lankans residing outside Sri Lanka should be made only out of funds received as inward remittances or available to the credit of "Securities Investment Account" (SIA) of the foreign investor opened and maintained in a licensed commercial bank in Sri Lanka in accordance with directions given by the Controller of 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 Applicant maintains the SIA, should be attached to the Application Form to the effect that such payment through bank draft/bank guarantee/RTGS has been made out of the funds available in the SIA.
20. Foreign institutional investors, corporate bodies incorporated outside Sri Lanka, individuals residing outside Sri Lanka and Sri Lankans residing 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 Applicants 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.
21. Applicants who wish to apply through their Margin Trading Account should submit the Application in the name of the "Margin Provider/Applicant'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.

## Mode of Remittance

1. Payment in full for the total value of Debentures applied for should be made either by cheque/s, bank draft/s or bank guarantee/s drawn upon any licensed commercial bank operating in Sri Lanka or RTGS transfer directed through any licensed commercial bank operating in Sri Lanka, as the case may be, subject to (2) below. Cash and SLIPS transfers will not be accepted.
2. Payments for Application values below Sri Lanka Rupees One Hundred Million (LKR 100,000,000/-) should be supported by 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 (LKR 100,000,000/-) should be supported by either a:
  - Bank guarantee issued by a licensed commercial bank;
  - Multiple bank drafts/cheques drawn upon any licensed commercial bank operating in Sri Lanka, each of which should be for a value less than LKR 100,000,000/-; or
  - An RTGS transfer with value on the Issue Opening Date.
3. Multiple cheques will not be accepted for Application value below LKR 100,000,000/-.
4. Cheque or bank draft should be made payable to "Commercial Bank of Ceylon PLC – Debenture Issue 2016" and crossed "Account Payee Only", and must be honoured on the first presentation.
5. 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 2016" in a manner acceptable to the Company, and be valid for a minimum of one (01) month from the Issue Opening Date (i.e. November 23, 2016).
6. In case of RTGS transfers or internal fund transfer within Commercial Bank of Ceylon PLC (only for Application values above and inclusive of Sri Lanka Rupees One Hundred Million (LKR 100,000,000/-) such transfers should be made to the credit of "Commercial Bank of Ceylon PLC – Debenture Issue 2016" bearing the account number 1030026069 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).
7. The Applicant should obtain a confirmation from the Applicant's bank, to the effect that arrangements have been made to transfer payment in full and should be attached to the Application Form.
8. For RTGS transfers or internal fund transfers within Commercial Bank of Ceylon PLC above and inclusive of Sri Lanka Rupees One Hundred Million (LKR 100,000,000/-), an interest at the rate of 3.25% 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 are not realised before the end of the Closure Date.
9. All cheques/bank drafts received in respect of the Applications for Debentures will be banked commencing from the Working Day immediately following the Closure Date. Cheques must be honoured on first presentation for the Application to be valid.
10. 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 2016" 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 Closure 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 Closure Date or carry a postmark dated prior to the Closure Date.

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

## Refunds on Applications

Refunds on Applications rejected or partly allotted Debentures would be made within ten (10) Market Days excluding the Closure Date.

If the Applicant 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 (LKR 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 (LKR 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 SIA accounts will be refunded via SIA accounts in the event there are refunds to be made.

Please refer Section 6.8 of the Prospectus for further details.