CIRCULAR TO SHAREHOLDERS

BOGAWANTALAWA TEA ESTATES PLC
Company Reg. No. PQ124
Metrocorp Building, 1st Floor, No.150A, Nawala Road, Nugegoda
Tel: 011-2 510 000, Web: info@bpl.lk

Dear Shareholder/s,

33RD ANNUAL GENERAL MEETING OF BOGAWANTALAWA TEA ESTATES PLC

The Board of Directors of Bogawantalawa Tea Estates PLC has decided to convene the Thirty-Third (33rd) Annual General Meeting ("AGM") as a virtual meeting on Wednesday, 30th September 2026 at 10.30 a.m.

METHOD OF HOLDING THE AGM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present at the venue. All other participants, including shareholders, will participate virtually through the Zoom online meeting platform.

REGISTRATION PROCEDURE

Shareholders and proxy holders who wish to participate in the AGM through audio-visual conferencing technology are requested to notify the Company of their intention by completing the Registration Form. The Registration Form will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange.

The duly completed Registration Form should be deposited with the Registrars of the Company, Corporate Solutions Unit, Central Depository Systems (Pvt) Limited, Mezzanine Floor, M & M Center, 341/5, Kotte Road, Rajagiriya, Sri Lanka, or e-mailed to AGM_EGM_Registrars@cds.lk, so as to reach the Registrars not later than forty-eight (48) hours prior to the time appointed for the meeting.

Please refer to the attached Guidelines and Registration Process for the Annual General Meeting for further details.

APPOINTMENT OF PROXY HOLDERS

Shareholders who are unable to participate in the AGM may appoint a proxy to attend and vote on their behalf by completing the Form of Proxy and indicating their voting preferences in respect of the resolutions set out therein.

Shareholders who wish to appoint a proxy should duly complete the Form of Proxy and provide the details of the appointed proxy in the Registration Form in accordance with the instructions contained therein.

The duly completed Form of Proxy should be deposited with the Registered Office of the Company at Metrocorp Building, 1st Floor, No.150A, Nawala Road, Nugegoda, so as to reach the Company not less than thirty-six (36) hours before the time appointed for the meeting.

PARTICIPATION THROUGH THE ONLINE MEETING PLATFORM

The login credentials will be issued solely for the use of the respective shareholder, proxy holder or authorized representative of an institutional shareholder. The Company shall not be responsible or liable for any unauthorized use or misuse of such login credentials.

Where a valid proxy has been duly submitted, the login credentials will be issued only to the appointed proxy holder.

Any shareholders who encounters any difficulty in connecting to the virtual AGM may contact Mr. Ushan Harshana on Telephone: 011-2 510 000 or Email: ushan@bpl.lk for assistance.

SHAREHOLDER QUERIES

Shareholders may forward their queries, if any, relating to the AGM to Mr. Ushan Harshana via email at ushan@bpl.lk, so as to reach the Company not later than forty-eight (48) hours prior to the time appointed for the meeting.

VOTING

Voting on the resolutions set out in the Notice of Meeting will be conducted electronically through the designated online polling application integrated with the virtual meeting platform. The voting procedure will be explained to participants prior to the commencement of the meeting.

Please refer to the attached Guidelines and Registration Process for the Annual General Meeting for detailed instructions on the voting process.

All participants attending the AGM through the online meeting platform will be required to identify themselves at the time of voting. Participants wishing to address the meeting during the time allocated by the Chairman will also be required to identify themselves by stating their name and address for the purpose of verifying their status as a shareholder, proxy holder or authorized representative.

ANNUAL REPORT 2025/2026

The Annual Report, including the Financial Statements of the Company, will be available on the Company's website and the website of the Colombo Stock Exchange. The relevant links are provided below for shareholders to access the Annual Report electronically.

1. Bogawantalawa Tea Estates PLC – https://www.bogawantalawa.com/
2. Colombo Stock Exchange – https://www.cse.lk/company-profile?symbol=BOPL.N0000

A shareholder who wishes to obtain a printed copy of the Annual Report may forward a written request to the Registered Office of the Company at Metrocorp Building, 1st Floor, No. 150A, Nawala Road, Nugegoda, by completing and submitting the attached Request Form.

A printed copy of the Annual Report will be dispatched by the Company within eight (8) market days from the date of receipt of the request.

Should you require any assistance in obtaining a printed copy of the Annual Report or in relation to the mode of delivery, please contact Mr. Ushan Harshana of the Company on Telephone: 011-2 510 000, or via Email: ushan@bpl.lk, between 10.00 a.m. and 4.00 p.m. on any working day.

The Notice of Meeting, Form of Proxy, Registration Form, Request Form and all other related documents will also be available on the Company's website and the website of the Colombo Stock Exchange.

DOCUMENTS ATTACHED

The following documents are enclosed with this Circular:

1. Notice of Meeting
2. Form of Proxy
3. Guideline and Registration Process for participation at the AGM via the Online Meeting Platform
4. Registration Form
5. Request Form for a printed copy of the Annual Report

By order of the Board
BOGAWANTALAWA TEA ESTATES PLC

Sgd.

P W CORPORATE SECRETARIAL (PVT) LTD
Director/Secretariess

28th August 2026

GUIDELINES AND REGISTRATION PROCESS FOR PARTICIPATION AT THE VIRTUAL ANNUAL GENERAL MEETING TO BE HELD ON 30TH SEPTEMBER 2026

1. Shareholders are required to join the Virtual Annual General Meeting ("AGM") by using the meeting link and login credentials that will be emailed to them by **Bogawantalawa Tea Estates PLC.**

2. Shareholders who wish to participate in the AGM through the Online Meeting Platform are required to submit the duly completed Registration Form to the Registrars of the Company, **Corporate Solutions Unit, Central Depository Systems (Pvt) Limited, Mezzanine Floor, M & M Centre, 341/5, Kotte Road, Rajagiriya, Sri Lanka,** or email the same to **AGM_EGM_Registrars@cds.lk**, so as to reach the Registrars **not later than forty-eight (48) hours prior to the time appointed for the meeting.**

3. Where a shareholder appoints a proxy, the particulars provided in the Registration Form must correspond with the information contained in the duly completed Form of Proxy submitted by the shareholder, in order to enable the Company to issue the meeting link and login credentials to the appointed proxy holder.

4. Bogawantalawa Tea Estates PLC will verify all registration requests and supporting information against the Register of Shareholders. Upon successful verification and acceptance of the registration, an acknowledgement email confirming the registration will be sent to the relevant participant.

5. Shareholders, proxy holders and authorised representatives whose registrations have been accepted will receive a separate email containing the meeting link and login credentials approximately twenty-four (24) hours prior to the commencement of the AGM.

6. Participants intending to join the Virtual AGM using a smartphone are requested to download the **Zoom Mobile App** in advance. Those participating through a desktop or laptop computer are advised to download the **Zoom Desktop App** or access the meeting through a compatible web browser, preferably **Google Chrome.**

7. Participants should use the meeting link provided by the Company and click on **"Virtual AGM Registration"** to access the meeting.

8. Upon clicking the meeting link, participants will be redirected to the registration interface where they will be required to enter their first name, last name, email address, confirm their email address and National Identity Card (NIC) number. (The information entered must exactly match the details provided in the Registration Form. Any mismatch will be considered as an unsuccessful log in).

9. After completing the required details, participants should click **"REGISTER"**, following which they will receive the login link for the meeting.

10. Participants should then click on **"Join the Virtual AGM of Bogawantalawa Tea Estates PLC"** to enter the meeting.

11. Participants are requested to join the meeting at least ten (10) minutes before the scheduled commencement of the AGM. The Online Meeting Platform will be accessible thirty (30) minutes prior to the commencement of the meeting.

12. Upon entering the required login credentials, participants will be directed to the Virtual AGM Zoom platform.

13. During the meeting, shareholders and proxy holders may raise questions or comments either by using the **Q&A** feature or the **Raise Hand** function available on the Zoom platform. Participants who wish to speak will be prompted to unmute their microphone and, if necessary, enable their video.

14. The Company will separately email all shareholders, proxy holders and authorized representatives who are entitled to vote, providing a dedicated electronic voting link for the resolutions contained in the Notice of Meeting dated **30th September 2026.**

15. Participants are requested to open the voting link in advance and be prepared to cast their votes when each resolution is taken up by the Chairman. Participants are advised to refresh the voting page, select their preferred voting option in respect of each resolution and click **"SUBMIT"** to record their vote.

16. In declaring the result of each resolution, the Chairman will take into account the votes cast electronically by shareholders, proxy holders and authorized representatives participating virtually.

17. A period of sixty (60) seconds will be allowed for shareholders, proxy holders and authorised representatives to cast their vote in respect of each resolution.

18. The voting results will be processed and announced by the Chairman approximately fifteen (15) seconds after the expiry of the voting period allocated for each resolution.

19. In the event that a poll is demanded, the same electronic voting procedure will apply and will be conducted under the direction of the Chairman.

20. Participants are advised to test their internet connection and access to the Online Meeting Platform at least three (3) hours prior to the commencement of the AGM. Participants should also ensure that the device used to attend the meeting has a functioning audio system to facilitate uninterrupted participation throughout the AGM.

REGISTRATION FORM

33RD ANNUAL GENERAL MEETING (AGM) OF BOGAWANTALAWA TEA ESTATES PLC TO BE HELD AS A VIRTUAL MEETING ON 30TH SEPTEMBER 2026 AT 10.30 A.M.

DETAILS OF SHAREHOLDER

Full Name of the Principal Shareholder: ....

....

NIC No./Passport No./Company Registration No.: ....

CDS Account No.: ....

Residential Address: ....

....

Telephone No/s: ....

Email: ....

Full Name of 01st Joint Holder: ....

....

NIC No/Passport No.: ....

Full Name of 02nd Joint holder: ....

....

NIC No/Passport No.: ....

In the event that a Proxy Holder is appointed by the Shareholder, the following details of the Proxy Holder will also be required.

DETAILS OF PROXY HOLDER: (only if a proxy is appointed)

Full name of Proxy Holder: ....

....

NIC No./Passport No. of Proxy Holder: ....

Telephone No/s.: ....

Email: ....

Signature/s ....

Principal Shareholder | 01st Joint holder | 02nd Joint holder

Date: ....

Note: In the case of a Company/Corporation, the Shareholder Registration Form must be signed in the manner prescribed by its Articles of Association/Statute and in case the Registration Form is signed by an Attorney, the Power of Attorney, must be deposited with the Registrars at Corporate Solutions Unit of Central Depository Systems (Pvt) Limited, Mezzanine Floor, M & M Centre, No.341/5, Kotte Road, Rajagiriya or emailed to : AGM_EGM_Registrars@cds.lk to be received by the Registrars by not later than 48 hours prior to the time appointed for the meeting.

FORM OF REQUEST

FOR A PRINTED COPY OF THE ANNUAL REPORT OF BOGAWANTALAWA TEA ESTATES PLC FOR THE YEAR ENDED 31ST MARCH 2026

TO: Bogawantalawa Tea Estates PLC
Metrocorp Building,
1st Floor,
No. 150 A, Nawala Road,
Nugegoda.

I/We hereby request for a printed copy of the Annual Report of Bogawantalawa Tea Estates PLC for the period ended 31st March 2026.

DETAILS OF THE SHAREHOLDER(S)

Full name :	
National Identity Card/ Passport/ Company Registration No. :	
Contact Telephone Number :	
Address :	

....
Signature of Shareholder(s)

....
Date

* Contact details of Bogawantalawa Tea Estates PLC

Telephone: 011-2 510 000
Email: ushan@bpl.lk