

# REQUEST LETTER

To: The Company Registrar,  
Secretaries & Financial Services (Pvt) Ltd  
No. 267/1/5, Highlevel Road, Kottawa,  
Pannipitiya.

Dear Sir/Madam,

HATTON PLANTATIONS PLC

## REQUEST FOR A PRINTED COPY OF THE ANNUAL REPORT – 2022/23

With reference to the Circular to Shareholders dated 29th August 2023, I/we hereby request you to please forward to me/us a printed copy of the Annual Report of HATTON PLANTATIONS PLC for the year 2022/23.

### SHAREHOLDER DETAILS

Full Name of Shareholder : .....

(as stated in the CDS Account)

Shareholder's NIC/Passport/ Company Registration No. : .....

Shareholder's Address : .....

Shareholder's Folio No. (Please refer to address label) : .....

Contact Telephone Number : .....

Shareholder's e-mail address: .....

.....

Signature

.....

Date

Notes:

1. Please complete the Request Letter legibly, sign and date the Letter in the space provided.
2. The Letter should be delivered to the above mentioned address or emailed via [infosflanka@gmail.com](mailto:infosflanka@gmail.com) or [anton@hattonplantations.lk](mailto:anton@hattonplantations.lk) on or before 18th September 2023.
3. In the case of joint holders, the Letter may be executed by the registered Principal holder.
4. In the event the shareholder is a Company, the Letter may be executed under the common seal of the Company or by a duly authorized officer of the Company.