

# FORM OF REQUEST

## Union Assurance PLC

(PQ 12)

20, St. Michael's Road, Colombo 3, Sri Lanka.

To: Chief Financial Officer  
Union Assurance PLC  
No. 20 St. Michael's Road  
Colombo 3  
Sri Lanka.

### REQUEST FOR A PRINTED VERSION OF THE UNION ASSURANCE PLC 2021 ANNUAL REPORT

I wish to request for a printed version of the 2021 Annual Report of Union Assurance PLC.

Please mark (x) as appropriate.

1. I will collect a copy from your office
2. Please hand over a copy to bearer of this form   
Full name of bearer.....NIC .....
3. Please post it to my address given below

My details are as follows:

Full Name of Shareholder	
Shareholder's NIC/ Passport/Company Registration No.	
Address	
Contact Number	

.....  
Signature

.....  
Date



**UNION ASSURANCE PLC**

Company No. PQ 12  
No.20, St. Michael's Road,  
Colombo 3

**INSTRUCTIONS FOR REGISTRATION AND PARTICIPATION OF SHAREHOLDERS  
AT THE VIRTUAL ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD THROUGH AUDIO/  
VISUAL MEANS ON THURSDAY THE 31ST OF MARCH 2022 AT 2.00 PM**

Dear Shareholder,

The Board of Directors of the Company, having taken into consideration the health and safety guidelines issued by the authorities in view of the COVID-19 pandemic, the guidelines issued by Colombo Stock Exchange ("CSE") on holding virtual shareholder meetings through audio/visual means and in conformity with the regulatory provisions of the Articles of Associations of the Company, have decided to hold the Annual General Meeting ("AGM") of the Company as a virtual meeting through audio/visual means using an online platform in the manner set forth below.

1. Shareholders who wish to participate at the AGM through the online platform are required to complete and forward the "Shareholder/Proxy holder Registration Form" annexed to this document as Annexure 1 together with a copy of the National Identity Card or Passport of the Shareholder/Proxy holder (if a Proxy is appointed) by registered post to the registered office of the Company, by email to [piumikar@unionassurance.com](mailto:piumikar@unionassurance.com) or by fax to 011 -2344175 not less than 48 hours before the convening of the AGM. Shareholders are required to mandatorily provide their email address (or the email address of the Proxy holder) in the space provided in Annexure 1 in order to forward the web link if they wish to participate at the AGM through the online platform. The registered Shareholders/Proxy holders are requested to join the AGM only via the digital platform through the weblink sent by the Company.
2. Shareholders who wish to submit proxies can duly complete the proxies as per the instructions given on the reverse of the Form of Proxy and send same by registered post to the registered office of the Company, by email to [keellsconsultants@keells.com](mailto:keellsconsultants@keells.com) or by fax to 011-2439037 not less than 48 hours before the convening of the AGM.
3. Shareholders who wish to appoint a member of the Board of Directors as his/her Proxy to represent them at the AGM may do so by completing the Form of Proxy with their voting preferences marked against each resolution to be taken up at the AGM.
4. It is recommended that Shareholders/Proxy holders join the AGM at least fifteen (15) minutes before the start of the AGM. The digital platform will be active thirty (30) minutes before the start of the AGM.
5. Voting on items listed on the Agenda will be registered by using an online platform. Shareholders/Proxy holders will be briefed on the procedure for voting prior to the commencement of the AGM.
6. All Shareholders/Proxy holders speaking at the AGM to vote, seek clarification or make a comment relevant to the AGM are required to identify themselves when speaking at the AGM.
7. Any Shareholder can forward his/her queries and clarifications relevant to the AGM, by registered post to the registered office of the Company, by email to [piumikar@unionassurance.com](mailto:piumikar@unionassurance.com) or by fax to No.011- 2344175 not less than three (3) days before the holding of the AGM. Responses in respect of such queries and clarifications from the Board of Directors and the management of the Company may be made before the Meeting by communication in writing to the Shareholders or during the course of the Meeting.
8. The date fixed for the AGM will not be affected even if a public holiday or curfew is declared on such date as the AGM is to be held virtually. In the event, if any further action is required to be taken by the Company in relation to the AGM notification of such change would be by way of an announcement to the Colombo Stock Exchange and by way of publication on the Company website <https://unionassurance.com/financial-reports/>.
9. This Document together with the Notice of Meeting, Shareholder/Proxy holder Registration Form (Annexure 1), Form of Proxy and Form of Request for the printed version of the annual report will also be published on the Company's website (<https://unionassurance.com/financial-reports/>) and on the website of the CSE <https://www.cse.lk/Search Company - Union Assurance PLC>

By order of the Board  
Union Assurance PLC



KEELLS CONSULTANTS (PRIVATE) LIMITED  
Secretaries

28th February 2022



# REGISTRATION FORM

ANNEXURE 1

**UNION ASSURANCE PLC**  
**35th ANNUAL GENERAL MEETING**  
**31st MARCH 2022**

To: Union Assurance PLC  
No. 20, St. Michael's Road,  
Colombo 03

Full Name of the Shareholder: .....

Shareholder's Address: .....

.....

Shareholder's NIC No./Passport No./Co. Reg. No.: .....

Shareholder's Contact Nos: Residence: ..... Mobile :.....

Shareholder's E mail address: .....

**IF PROXY IS APPOINTED**

Full name of Proxyholder: .....

Proxyholder's NIC No./Passport No.: .....

Telephone Number: Residence: ..... Mobile :.....

Email address: .....

.....  
Shareholder's signature

.....  
Date

**Notes:**

- Please perfect the Registration Form by filling in legibly your full name, address, e mail, contact number, signing in the space provided and filling in the date of signature.
- If the Registration Form is signed by an Attorney, the relevant Power of Attorney should accompany the completed Registration Form, if such Power of Attorney has not already been registered with the Company.
- If the Shareholder is a company or corporation, the Form should be executed under its Common Seal or by a duly authorised officer of the company or corporation in accordance with its Articles of Association or Constitution.



# NOTICE OF MEETING

Notice is hereby given that the 35th Annual General Meeting of Union Assurance PLC will be held as a virtual meeting on Thursday, 31 March 2022 at 2.00 p.m.

The business to be brought before the Meeting will be as follows:

1. To read the Notice convening the Meeting.
2. To receive and consider the annual report and financial statements of the Company for the year ended 31 December 2021 with the Report of the Auditors thereon.
3. To re-elect as Director, Mr. S Rajendra who retires in terms of Article 84 of the Articles of Association of the Company. A brief profile of Mr. S Rajendra is contained in the Board of Directors section of the Annual Report.
4. To re-elect as Director, Mr. S A Appleyard who retires in terms of Article 84 of the Articles of Association of the Company. A brief profile of Mr. S A Appleyard is contained in the Board of Directors section of the Annual Report.
5. To re-appoint the Auditors, Messrs. KMPG, Chartered Accountants and to authorize the Directors to determine their remuneration.
6. To consider any other business of which due notice has been given in terms of the relevant laws and regulations.

The Annual Report and Financial Statements of Union Assurance PLC will be available via the links given below:

- 1) Corporate Website - <https://unionassurance.com/financial-reports/> and
- 2) the CSE Website - <https://www.cse.lk/home/company-info/UAL.N0000/financial>

Members may also access the Annual Report and Financial Statements on their electronic devices by scanning the following QR code.



By Order of the Board  
Union Assurance PLC

*Sashika*

Keells Consultants (Private) Limited  
Secretaries

28 February, 2022

For clarifications on how to download and/or access the Annual Report and Financial Statements, please contact Sashika Perera on 0740 243 352 during normal office hours (8.30 a.m. to 4.30 p.m.) or email [sashika@unionassurance.com](mailto:sashika@unionassurance.com)

Should Members wish to obtain a hard copy of the Annual Report, they may send a written request to the registered office of the Company by filling the Request Form attached to the Form of Proxy. A printed copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

## Notes:

- a. A Member unable to attend is entitled to appoint a Proxy to attend and vote in his/her place.
- b. A Proxy need not be a member of the Company.
- c. A Member wishing to vote by Proxy at the Meeting may use the Form of Proxy enclosed.
- d. In order to be valid, the completed Form of Proxy must be lodged at the registered office of the Company or forwarded to the email address: [keellsconsultants@keells.com](mailto:keellsconsultants@keells.com) or Fax No.011 2439037 not less than 48 hours before the Meeting.
- e. A vote can be taken on a show of hands or by a poll. If a poll is demanded, each share is entitled to one vote. Votes can be cast in person, by proxy or corporate representatives. In the event an individual Member and his/her Proxy holder are both present at the Meeting, only the Member's vote is counted. If the Proxy holder's appointor has indicated the manner of voting, only the appointor's indication of the manner to vote will be used.
- f. Instructions as to attending the virtual Meeting are attached.





# FORM OF PROXY

I/We ..... of .....  
.....being a member/s of Union Assurance PLC hereby appoint  
.....of ..... or failing him/her

- Mr. Krishan Niraj Jayasekara Balendra or failing him
- Mr. Suresh Rajendra or failing him
- Mr. Dumith Hemantha Fernando or failing him
- Mr. Stephen Anthony Appleyard or failing him
- Mr. Daminda Prabath Gamlath or failing him
- Mr. Warnage Malinga De Fonseka Arsakularatne

as my/our proxy to represent me/us and vote on my/our behalf at the 35th Annual General Meeting of the Company to be held on 31 March 2022 at 2.00 p.m. and at any adjournment thereof, and at every poll which may be taken in consequence thereof.

I/We, the undersigned, hereby direct my/our proxy to vote for me/us and on my/our behalf on the specified Resolution as indicated by the letter "X" in the appropriate cage;

	For	Against
1. To re-elect as Director, Mr. S Rajendra who retires in terms of Article 84 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
2. To re-elect as Director, Mr.S A Appleyard who retires in terms of Article 84 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
3. To re-appoint the Auditors, Messrs. KPMG, Chartered Accountants and to determine their remuneration	<input type="checkbox"/>	<input type="checkbox"/>

Signed on this .....day of ..... Two Thousand and Twenty Two.

.....  
Signature /s of Shareholders/s

**Note:**  
Instructions as to completion of the form of proxy are noted on the reverse.

**INSTRUCTIONS ASTO COMPLETION OF PROXY**

1. Please perfect the Form of Proxy by filling in legibly your full name and address, signing in the space provided and filling in the date of signature.
2. The completed Form of Proxy should be deposited at the Registered Office of the Company at No. 20, St. Michael's Road, Colombo 3 or forwarded to the email address: keellsconsultants@keells.com or Fax No.011 2439037, no later than 48 hours before the time appointed for the convening of the Meeting.
3. If the Form of Proxy is signed by an Attorney, the relevant Power of Attorney should accompany the completed Form of Proxy for registration, if such Power of Attorney has not already been registered with the Company.
4. If the appointer is a company or corporation, the Form of Proxy should be executed under its Common Seal or by a duly authorised officer of the company or corporate in accordance with its Articles of Association or Constitution.
5. If this Form of Proxy is returned without any indication of how the person appointed as Proxy shall vote, then the Proxy shall exercise his/her discretion as to how he/she votes or, whether or not he/she abstains from voting.

**Please fill in the following details:**

Name	:	.....
Address	:	..... ..... .....
Jointly with	:	.....
National Identity Card No	:	.....
Share Folio No.	:	.....