

**SUPPLEMENTARY NOTICE TO SHAREHOLDERS**  
**UNION ASSURANCE PLC – 33<sup>RD</sup> ANNUAL GENERAL MEETING**

Dear Shareholder/s,

Union Assurance PLC ('the Company') in terms of the announcement dated 24<sup>th</sup> March 2020 made to the Colombo Stock Exchange (CSE) communicated the postponement of the 33<sup>rd</sup> Annual General Meeting of the Company (AGM or Meeting) which was scheduled for 31<sup>st</sup> March 2020, due to the health and safety guidelines issued by the authorities in view of the COVID-19 pandemic. However, following the issuance of guidelines by the CSE on holding virtual shareholder meetings and relevant statutory provisions considered thereon, the Board of Directors of the Company has now decided that the 33<sup>rd</sup> AGM of the Company be held through audio visual technology and by participants assembling physically in the manner set forth below;

**(1)** Notice is hereby given that the 33<sup>rd</sup> AGM of the Company is convened at **12.30 p.m. on 26th June 2020 at the Kings Court, Cinnamon Lakeside Colombo, at No. 115 Sir Chittampalam A Gardiner Mawatha, Colombo 2** in order to transact the business envisaged in the Notice of the AGM dated 28<sup>th</sup> February, 2020.

The Annual Report-2019 together with the Notice of the 33<sup>rd</sup> AGM dated 28<sup>th</sup> February 2020 are available on the Company's corporate website: <https://unionassurance.com/financial-reports/> and the CSE Website: <https://www.cse.lk/home/company-info/UAL.N0000/financial>

- (2)** In the interest of protecting public health and facilitating compliance with the health and safety guidelines issued by the authorities the AGM is arranged as follows;
- (i) The Chairman and members of the Board of Directors, the Chief Executive Officer and the Company Secretary will be assembled at the place specified in paragraph (1) above;
  - (ii) Shareholders who wish to participate in the AGM are required to complete and deposit the **'Registration Form'** annexed (Annexure I) to this Notice **together with a copy of the NIC or passport of the Shareholder/proxy holder** at the registered address of the Company at No. 20 St. Michael's Road, Colombo 3, no less than 48 hours prior to the time fixed for the AGM. Shareholders may also fax the "Registration Form" to No: 011-2344175.
  - (iii) **A maximum of 50 Shareholders or such number of Shareholders together holding ten percent (10%) of the total voting shares of the Company, whichever is higher** and as permitted by the regulatory authorities, will be allowed to assemble physically and participate in the Meeting at the place set out in paragraph (1) above either in person or by proxy;
  - (iv) Once the Company receives the duly completed Registration Forms together with NIC or passport copies of the Shareholders/proxy holders as mentioned in (ii) above, the Company will select the maximum number of Shareholders who will be eligible to participate in the AGM in person, from the Registration Forms **on a first received basis**. The Company will inform such Shareholders/proxy holders of their eligibility to attend the AGM in person via email in advance of the Meeting. Other than those Shareholders/proxy holders so selected, **no other Shareholder/proxy holder is permitted to attend the Meeting in person.**

- (v) Those attending the Meeting in person will need to abide by the following Health and Safety measures that will be implemented at the Meeting:
- a. All attendees will have to undergo a temperature check and sign a declaration form including contact details, historical and current health status, recent overseas travel history and exposure.
  - b. Persons who record temperatures in excess of norms prescribed by the Ministry of Health will not be permitted into the Meeting
  - c. Persons with respiratory infections of any type including cough, cold, sore throat or exhibiting any other similar symptoms will not be permitted into the Meeting
  - d. Physical contact such as shaking hands will not be permitted and attendees will not be permitted to linger or remain after the conclusion of the Meeting
  - e. Any person not adhering to the health and safety guidelines and standards, including wearing a mask and maintaining the minimum social distance required, will be requested to leave the Meeting
  - f. Food and beverage offerings are not guaranteed and may be limited in keeping with health and safety standards and regulations

As social distancing measures will be implemented as per the relevant Government guidelines, Shareholders or their proxies who are eligible to attend the Meeting in person are requested to arrive early in order to register, carry out mandatory health checks, fill in the required forms and avoid crowding; Wear a suitable face mask when attending the Meeting; and Co-operate with the health and safety measures implemented by the Company, detailed above, as they are done in the best interests of all Meeting attendees.

Shareholders and/or their proxy holders are requested not to attend the Meeting if they, a member of their family or person they have had contact with are feeling unwell, exhibiting any signs or symptoms of COVID-19 or have been placed on quarantine or stay-at-home notices.

- (vi) To all the other Shareholders who registered with the Company as mentioned in (ii) above but did not get an opportunity to attend the Meeting in person or do not wish to attend the Meeting in person, the Company will forward the online Meeting login information via email in advance of the Meeting together with the contact details, in the event they have any queries or clarifications on logging-in to the meeting online. The login information is authorized **only** for the use by the Shareholders/ proxy holders.
- (vii) All individuals participating at the Meeting remotely through online platform are required to identify themselves when speaking online at the AGM.

- (3)** We attach herewith the revised Notice of Meeting together with revised proxy form (Annexure II). This Supplementary Notice together with the revised Notice of Meeting and revised proxy form 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/home/company-info/UAL.N0000/announcementsNew>)

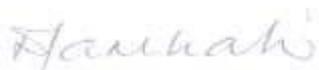
The Shareholders who wish to submit their proxies can duly complete the proxies as per the instructions given therein and deposit it with the registered office of the Company or fax it to No. 011-2344175 not less than 48 hours before the time appointed for the holding of the AGM.

However, the duly completed proxies already submitted by the Shareholders for the AGM previously scheduled for 31<sup>st</sup> March 2020 will be taken as valid, unless a Shareholder revokes the

same by resubmitting a further Proxy form 48 hours prior to the time fixed for the AGM.

- (4)** Given that the health and well-being of our Shareholders is paramount to us, Shareholders are encouraged to submit their duly completed Proxy Forms by appointing one of the Directors of the Company to act on their behalf with their voting preferences marked against each resolution to be taken up at the Meeting, in order that each such Shareholder may be identified and recorded as if such Shareholder was present at the Meeting.
- (5)** This Supplementary Notice will be published on the Website of the CSE (<https://www.cse.lk/home/company-info/UAL.N0000/announcementsNew>) and the Company's Website (<https://unionassurance.com/financial-reports/>).
- (6)** The Shareholders who are unable to participate in the AGM can share their queries and matters, if any, in writing via email to [investorrelations@unionassurance.com](mailto:investorrelations@unionassurance.com) or via Fax No. 011 2564680 to reach the Company on or before 24<sup>th</sup> June 2020. The responses from the Board of Directors and the Management to the queries/matters will be forwarded to the Shareholders by the Company.
- (7)** The Company will be proceeding to hold the AGM as set out herein on 26<sup>th</sup> June 2020 irrespective of whether it is declared as a holiday or curfew is imposed since the aforesaid measures will enable the required participation at the Meeting. Any further action required to be taken by the Company in relation to the Meeting, shall be given by way of an announcement to the CSE and publication on the Company website <https://unionassurance.com/financial-reports/>.
- (8)** The Notice of AGM dated 28<sup>th</sup> February, 2020 should be read together with this Supplementary Notice. The Notice of AGM dated 28<sup>th</sup> February 2020 is amended by this Supplementary Notice only with regard to the date, time and modifications relating to attendance and conduct of business as contained herein.

By order of the Board



Keells Consultants (Private) Limited  
1 June 2020

UNION ASSURANCE PLC  
33<sup>RD</sup> ANNUAL GENERAL MEETING - 26 JUNE 2020

REGISTRATION FORM

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: .....

Preference of Participation (please mark X in the selected box)

In Person   
Via online

IF PROXY IS APPOINTED

Full name of proxy.....  
Proxy holder’s NIC No./Passport No.....  
Telephone Number: Residence .....Mobile.....  
Email address.....

.....  
Shareholder’s signature

Date: .....

Notes:

- Please perfect the Form by filling in legibly your full name, address, email, contact number, signing in the space provided and filling in the date of signature.
- The completed form should be deposited at No. 20, St. Michael’s Road Colombo 03, or faxed to No. 011-2344175, no later than 48 hours before the time appointed for the holding of the Meeting.
- If the Form of Proxy is signed by an Attorney, the relevant Power of Attorney should accompany the completed Form for registration, if such Power of Attorney has not already been registered with the Company.
- If the appointor 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.
- If a poll is demanded, a vote can be taken on a show of hands or by poll. Each share is entitled to one vote. Votes can be cast in person, by proxy or corporate representatives. In the event an individual Shareholder and his/her proxy holder are both present at the Meeting, only the Shareholder’s vote is counted. If proxy holder’s appointer has indicated the manner of voting, only the appointer’s indication of the manner of vote will be used.

**PROXY FORM**

I/We.....of.....  
.....being a Shareholder/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. Harin Amendra Joseph De Silva Wijeyeratne | or failing him |
| Mr. Dumith Hemantha Fernando                  | or failing him |
| Mr. Stephen Anthony Appleyard                 |                |

as my/our proxy to represent me/us and vote on my/our behalf at the 33rd Annual General Meeting of the Company to be held on 26<sup>th</sup> June 2020 at 12.30 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;

- |  | <b>For</b>               | <b>Against</b>           |
|--|--------------------------|--------------------------|
| 1. To re-elect as a Director, Mr. Suresh Rajendra who retires in terms of Article 84 of the Article of Association of the Company                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. To re-elect as a Director, Mr. Harin Amendra Joseph De Silva Wijeyeratne 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.

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

NOTE:INSTRUCTIONS AS TO COMPLETION OF THE PROXY FORM ARE NOTED ON THE REVERSE.

**INSTRUCTIONS AS TO COMPLETION OF PROXY FORM**

1. Please perfect the Proxy Form by filling in legibly your full name and address, signing in the space provided and filling in the date of signature.
2. The completed Proxy Form should be deposited at the Registered Office of the Company at No. 20, St. Michael’s Road, Colombo 03 or faxed to No. 011-2344175 not later than 48 hours before the time appointed for the holding of the Meeting.
3. If the Proxy Form is signed by an Attorney, the relevant Power of Attorney should accompany the completed Proxy Form 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 Proxy Form 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 Proxy Form 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	:	.....
Share Folio No:	:	.....