

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 2020 ANNUAL REPORT

I wish to request for a printed version of the 2020 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.....
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 ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD
THROUGH AUDIO/VISUAL MEANS ON WEDNESDAY THE 31ST OF MARCH 2021**

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 statutory provisions and 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. Date, Time and Conduct of AGM
 - a. AGM by virtual means will be held on Wednesday, 31st March 2021 at 9.00am
 - b. Shareholders will only be able to participate in the AGM by virtual means via the designated online platform.
 2. Shareholders who wish to participate in the AGM through the online platform are required to complete and forward the "Shareholder/Proxyholder Registration Form" annexed to this document as Annexure 1 together with a copy of the National Identity Card or Passport of the Shareholder/Proxyholder (if a Proxy is appointed) by registered post to the registered office of the Company or forward it by fax to 011-2344175 not less than 48 hours before the holding of the AGM. Shareholders are required to mandatorily provide their email address (or the email address of the Proxyholder) in the space provided in Annexure 1 in order to forward the weblink if to participate in the AGM through the online platform.
 3. Shareholders who wish to appoint a proxyholder can duly complete the proxy form as per the instructions given on the reverse of the Form of Proxy. The duly completed Proxy form should be forwarded to the registered office of the Company or fax to 011-2344175 not less than 48 hours before the holding of the AGM.
 4. 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.
 5. It is recommended that Shareholders/Proxyholders 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.
 6. Voting on items listed on the Agenda will be registered by using an online platform. Shareholders/Proxyholders will be briefed on the procedure for voting prior to the commencement of the AGM.
 6. All Shareholders/Proxyholders 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 or 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 will be communicated to the Shareholders.
 8. This notice together with the Notice of Meeting, Shareholder/Proxyholder 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>
- 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. The date fixed for the AGM to be held on 31st March 2021 will not be affected due to any unforeseen event (e.g. a public holiday is declared, curfew is imposed) since the AGM is being held on a virtual mode via online platform.

By order of the Board
Union Assurance PLC



KEELLS CONSULTANTS (PRIVATE) LIMITED
Secretaries

25th February 2021

REGISTRATION FORM

ANNEXURE 1

UNION ASSURANCE PLC
34th ANNUAL GENERAL MEETING
31st MARCH 2021

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 34th Annual General Meeting of Union Assurance PLC will be held as a virtual meeting on Wednesday, 31st March 2021 at 9.00 a.m. for the following purposes;

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 31st December 2020 with the report of Auditors thereon.
3. To re-elect as Director, Mr. Warnage Malinga De Fonseka Arsakularatne who retires in terms of Article 90 of the Articles of Association of the Company. A brief profile of Mr. Warnage Malinga De Fonseka Arsakularatne is contained in the Board of Directors section of the Annual Report.
4. To re-elect as Director, Mr. Daminda Prabath Gamlath who retires in terms of Article 90 of the Articles of Association of the Company. A brief profile of Mr. Daminda Prabath Gamlath is contained in the Board of Directors section of the Annual Report.
5. To re-elect as Director, Mr. Dumith Hemantha Fernando who retires in terms of Article 84 of the Articles of Association of the Company. A brief profile of Mr. Dumith Hemantha Fernando is contained in the Board of Directors section of the Annual Report.
6. To re-appoint Auditors Messrs. KMPG, Chartered Accountants and authorize the Directors to determine their remuneration.
7. To consider any other business of which due notice has been given in terms of the relevant laws and regulation.

This year the Annual Report and Financial Statements of the Company are available on the:

- 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

Shashika Perera

Keells Consultants (Private) Limited
Secretaries

25th February, 2021

For clarifications on how to download and/or access the Annual Report and Financial Statements, please contact Mr. Shashika Perera on 0779 907 253 during normal office hours (8.30 a.m. to 5.00 p.m.) or email shashika@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. 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 not less than 48 hours before the meeting.
- e. If a poll is demanded, a vote can be taken on a show of hand or by a poll. 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.

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 34th Annual General Meeting of the Company to be held on 31st March 2021 at 9.00 a.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. Warnage Malinga De Fonseka Arsakularatne who retires in terms of Article 90 of the Article of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
2. To re-elect as Director, Mr. Daminda Prabath Gamlath who retires in terms of Article 90 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
3. To re-elect as Director, Mr. Dumith Hemantha Fernando who retires in terms of Article 84 of the Articles of Association of the Company	<input type="checkbox"/>	<input type="checkbox"/>
4. To re-appoint Auditors Messrs. KPMG Chartered Accountants and to determine their remuneration	<input type="checkbox"/>	<input type="checkbox"/>

Signed on thisday of Two Thousand and Twenty One.

.....
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, not later than 48 hours before the time appointed for the holding 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	:
Share Folio No.	: