

28<sup>th</sup> April, 2021

**Sri Lanka, We Believe**

### SUPPLEMENTARY CIRCULAR TO SHAREHOLDERS OF CEYLINCO INSURANCE PLC

Dear Shareholder,

We write further to the announcement made by the company dated 18<sup>th</sup> March 2021, Circular issued to shareholders dated 01<sup>st</sup> April 2021 along with the Annual Report 2020 of the company (published on the stock exchange and posted to shareholders on 09<sup>th</sup> April 2021) and Notice of Meeting dated 31<sup>st</sup> March 2021.

We wish to inform you that the Board of Directors has decided to hold the 34<sup>th</sup> AGM which was scheduled to be held on 06<sup>th</sup> May 2021 **as a virtual meeting** in light of the present situation in the country with the spread of the coronavirus and the resultant directives issued by the Health Authorities.

All details with regard to the participation at the AGM via an online platform has been detailed below.

#### **PARTICIPATION AT THE VIRTUAL AGM**

1. Only shareholders or proxy holders are entitled to participate in the virtual meeting by prior registration. Shareholders who have already forwarded Registration forms to participate in the meeting physically will be provided with the login information to join the meeting via the virtual platform if they wish to participate in the online meeting.
2. The instrument appointing the proxy should be deposited at No. 69, Janadhipathi Mawatha, Colombo 01 as detailed in the Notice of Meeting issued by the Company, dated 31<sup>st</sup> March 2021 and revised Notice of Meeting issued dated 28<sup>th</sup> April 2021.
3. Log in information for the virtual meeting will be forwarded in advance of the meeting to the shareholders/proxyholders who submit their information in the format given in Annex 1a, along with a copy of the NIC or passport on or before 04<sup>th</sup> May 2021 via email to [ciccosec@ceyins.lk](mailto:ciccosec@ceyins.lk) or fax to 0114702743.
4. Shareholders who wish to appoint proxyholders (other than the Directors of the Company) to participate in the meeting online may complete the information set out in the respective proxy forms already posted on 9<sup>th</sup> April 2021.
5. All individuals participating at the online meeting are required to identify themselves when speaking at the AGM during the time allotted for comments by shareholders as directed by the Chairman.
6. Shareholders who are unable to participate at the virtual meeting are invited to forward any questions relating to matters listed in the Agenda of the Meeting to the Company Secretary in writing or via email to [ciccosec@ceyins.lk](mailto:ciccosec@ceyins.lk) on or before 04<sup>th</sup> May 2021. The Board of Directors will answer such queries at the AGM if relevant, within the time available.
7. Voting will be explained to shareholders prior to the commencement of the meeting. Any further information with regard to the participation at the virtual AGM will be announced via the Colombo Stock Exchange.
8. The AGM shall be held in compliance with the principles set out in the Guidelines issued by the CSE for the hosting of virtual AGMs.
9. The Board of Directors and some of the key officials relevant for the conduct of the AGM would be present at Auditorium Level 7, ICBT Building, No. 36, De Krestler Place, Bambalapitiya, Colombo 04
10. The company will proceed to hold the Annual General Meeting as planned on 06<sup>th</sup> May 2021 irrespective of whether it is declared a public holiday or curfew is imposed since the aforesaid measures will enable full participation at the meeting.

#### Directors

\*A.R. Gunawardena FCIC – Executive Chairman / Chief Executive Officer \*R. Renganathan FCA, FCMA – Non Executive Deputy Chairman \*H.D.K.P Alwis FCIC  
\*E.T.L. Ranasinghe MBA(Sri.J), FCIM(U.K), Chartered Marketer – Chief Operations Officer \*Dr. W.C.J. Alwis \*S.R. Abeynayake FCA, MBA(Sri.J), FCMA  
\*P.D.M Cooray CIAM, LUTCF(U.S.A) CII(AWARD) \*K.J. Dharmawardena Attorney-at-Law \*D.H.J. Gunawardena FCMA(UK), \*P.A. Jayawardena FCA, FCMA, FMAAT(S.L.)  
\*Yu Kital \*N.V. Kumar MBA \*N.D. Nugawela FCIC \*T.N.M. Peiris B.A.(Econ.) (Hons.), FCA, FCMA FCIC - Director- Finance \*U. Witharana FCA, MBA, FCMA  
\*S.H.J. Weerasuriya B.Sc (Lond) MICE, FIE(S.L.), C.Eng



For any queries regarding this supplementary circular to shareholders, please contact the company secretarial department on : 0112485757 or 0114702702.

The Board wishes to thank all shareholders of the company in advance for their co-operation in the successful conduct of the 34<sup>th</sup> AGM via an online platform.

By Order of the Board of Ceylinco Insurance PLC

sgd  
Mrs. Nilika Abhayawardhana  
Company Secretary

28<sup>th</sup> April 2021

**CEYLINCO INSURANCE PLC**34<sup>TH</sup> ANNUAL GENERAL MEETING – 06<sup>TH</sup> May 2021 (VIRTUAL MEETING)

## REGISTRATION FORM

Full name of Shareholder		
Shareholders NIC/ Passport No Company Registration No.		
Address of Shareholder		
Contact telephone No/s	Fixed Line	
	Mobile	
Email address (shareholder)		
IF A PROXY IS APPOINTED		
Full name of Proxyholder		
Proxyholders NIC/ Passport No		
Contact telephone No/s	Fixed Line	
	Mobile	
Email address (proxyholder)		
Participation of the AGM via online platform (Please place x where relevant)	Yes	
	No	

.....  
Shareholders signature

Date : .....