



24<sup>th</sup> April, 2023

**Sri Lanka, We Believe**

### CIRCULAR TO SHAREHOLDERS OF CEYLINCO INSURANCE PLC

Dear Shareholder,

We wish to inform you that the 36<sup>th</sup> AGM of Ceylinco Insurance PLC (CIPLC) will be held as a virtual meeting on Friday 26<sup>th</sup> May 2023 at 10.30 a.m as per the guidelines issued by the Colombo Stock Exchange on hosting of virtual Annual General Meetings.

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

1. Shareholders /Proxyholders who wish to participate at this meeting are required to complete and forward the **REGISTRATION FORM** annexed to this circular with a copy of NIC/Passport copy on or before 19<sup>th</sup> May 2023 via email to : [ciccosec@ceyins.lk](mailto:ciccosec@ceyins.lk) , fax : 0114702743 or post to No 69, Janadhipathi Mawatha, Colombo 01.
2. Please note that it is mandatory to provide a valid email address in the space provided in the REGISTRATION FORM in order to forward the Log in information for the virtual meeting.
3. 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.
4. Shareholders who wish to appoint a Board member as their proxy may kindly complete the form of proxy clearly indicating voting preference ( where applicable).
5. 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 24<sup>th</sup> May 2023. The Board of Directors will answer such queries at the AGM if relevant, within the time available.
6. 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 Krester Place, Bambalapitiya, Colombo 04. Please note that shareholders/proxyholders will not be permitted to participate in the meeting physically.
7. The company will proceed to hold the AGM as planned on 26<sup>th</sup> May 2023 irrespective of whether it is declared a public holiday or curfew is imposed since the aforesaid measures will enable full participation at the meeting.
8. Please note that CIPLC Annual Report 2022 is published on websites of the company ([www.ceylincoinsuranceplc.com](http://www.ceylincoinsuranceplc.com)) and Colombo Stock Exchange ([www.cse.lk](http://www.cse.lk)) . PDF version is available for viewing by scanning the following QR Code. You can also access the report via link [https://www.ceyins.lk/ar/ciplc\\_2022.pdf](https://www.ceyins.lk/ar/ciplc_2022.pdf).



For any queries in this connection you may please contact Ms. Himali de Silva or Mr. Janaka Bandulapriya on : 0112485757 or 0114702702 or email [ciccosec@ceyins.lk](mailto:ciccosec@ceyins.lk). A printed copy of the report could be collected by completing and forwarding the annexed FORM OF REQUEST.

By Order of the Board of Ceylinco Insurance PLC

sgd

Mrs. Nilika Abhayawardhana  
Company Secretary

#### 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(SriJ), FCIM(U.K), Chartered Marketer - Chief Operations Officer \* Dr. W.C.J. Alwis \* S.R. Abeynayake FCA, MBA(SriJ.), FCMA  
\* P.D.M. Cooray CIAM, LUTCF(U.S.A.) CII(AWARD) \* K.I. Dharmawardena Attorney-at-Law \* D.H.J. Gunawardena FCMA(UK), \* P.A. Jayawardena FCA, FCMA, FMAAT(S.L.)  
\* Takashi Kishi \* 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.



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**CEYLINCO INSURANCE PLC**  
**ANNUAL REPORT 2022 - FORM OF REQUEST FOR PRINTED VERSION**

To : The Company Secretary,  
Ceylinco Insurance PLC,  
"Ceylinco House" - Level 5,  
No. 69, Janadhipathi Mawatha,  
Colombo 1.

Fax : 0114702743  
email: ciccosec@ceyins.lk

I wish to inform you that I require a printed copy of Company's Annual Report 2022.

SHAREHOLDER DETAILS	
NAME IN FULL	
NIC/PASSPORT/COMPANY REGISTRATION NO	
ADDRESS	
CONTACT NUMBER	

.....  
Signature of Shareholder  
Date :

**NOTES**

- This FORM OF REQUEST should be received by the Company Secretarial division on or before 19<sup>th</sup> May 2023.
- Printed version will be forwarded to such shareholders within 8 market days from the date of receipt of such requests.
- This form could be forwarded via fax , email or post to 5<sup>th</sup> Floor, No. 69 Janadhipathi Mw, Colombo 01.

**CEYLINCO INSURANCE PLC**36<sup>TH</sup> ANNUAL GENERAL MEETING – 26<sup>TH</sup> May 2023 (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)		
<b>IF A PROXY IS APPOINTED</b>		
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	

.....  
Shareholder signature

Date : .....

- Pls attach a copy of NIC/Passport of shareholder/proxyholder ( as applicable) to this form.