

M B S L INSURANCE COMPANY LIMITED
GUIDELINES AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING
(AGM) TO BE HELD VIA ONLINE MEETING PLATFORM
ON 17TH DECEMBER 2020

Dear Shareholders,

We wish to inform you that the Fifteenth (15th) Annual General Meeting (AGM) of M B S L Insurance Company Limited (MBSLI) will be held in accordance with the guidelines given by the Colombo Stock Exchange for conducting Virtual Meetings.

The AGM is scheduled to be held on Thursday, 17th December 2020 at 10.00 a.m. at the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC Merchant Tower, No.28, St. Michael's Road, Colombo 3.

In the interest of protecting public health and facilitating social distancing in line with the guidelines issued by the authorities in view of the Covid19 pandemic, the AGM will be held in the manner set out below;

- (i) The Chairman, members of the Board of Directors, the Chief Executive Officer, Company Secretaries, Corporate Management Members, representatives from the Company Auditor's will be assembled at the place specified in paragraph (2) above for the purpose of hosting the meeting;
- (ii) Shareholders who wish to participate in the AGM are required to duly complete and forward the 'Registration Form' annexed to this notice (Annexure I) together with a copy of National Identity Card (NIC) or Passport of the shareholder/proxy holder to the e-mail address: **waters_secretarial@outlook.com** or **fax to No. +94 114 739 907** or **post** to the address given in the Registration Form to be received by the company not less than 48 hours prior to the time appointed for the holding of the AGM.
- (iii) The Company will forward to such shareholders the meeting log-in information via e-mail in advance of the AGM. The meeting log-in information is authorized only for the use by the shareholders/ proxy holders.

Instructions to register for the online platform are given in a separate document enclosed with these Guidelines.

- (iv) All individuals participating at the meeting remotely through online platform are required to identify themselves when communicating online at the AGM.
- (v) MBSLI encourage shareholders to submit duly completed proxy forms appointing one of the Directors of MBSLI to act on their behalf in order that each such shareholder may be identified and recorded as if such shareholder was present at the meeting.

- (vi) The shareholders who wish to submit their proxies, can duly complete the proxies as per the instructions given therein and send to the following e-mail address:

waters_secretarial@outlook.com or **fax to No. +94 114 739 907** or **post** to the address given in the Registration Form not less than 48 hours prior to the time appointed for the holding of the AGM.

- (vii) The shareholders who are unable to participate in the AGM via Online Meeting Platform could share their queries and matters, if any, in writing via e-mail to **waters_secretarial@outlook.com** or **fax to No. +94 114 739 907**. The responses from the Board of Directors and the Management to the queries/matters will be forwarded to the shareholders by MBSLI within 30 working days from the date of the AGM.

- (viii) MBSLI will be proceeding to hold the AGM as set out herein irrespective of whether the date of the AGM is declared as a holiday or curfew is imposed since the afore said measures will enable the required participation at the meeting

Note:

For any queries regarding these Guidelines, please contact Ms. Nimanga Madushani on 0768226061 OR 0112562205 during normal working hours (8.30 a.m. to 5.00 p.m.)

REGISTRATION FORM

ANNUAL GENERAL MEETING

17th December 2020 at 10.00a.m.

At the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC
Merchant Tower, No.28 St. Michael's Road, Colombo

To: The Company Secretary - M B S L Insurance Company Limited,
Waters Secretarial Services (Pvt) Ltd,
No. 1033/3, Thalangama North,
Malabe – 10115.

Full Name of the Shareholder (In the event of joint shareholders, please mention the name of primary holder)	
Address of the Shareholder	
Shareholder's NIC No./Passport No./Company Registration Number	
Telephone Number	Mobile: Landline:
E mail Address:	
Willingness to participate via online	YES <input type="checkbox"/> NO <input type="checkbox"/>

IF A PROXY IS APPOINTED	
Full Name of the proxy holder	
Proxy holder's NIC No./Passport No.	
Telephone Number	Mobile: Landline:
E mail Address	

.....
Shareholder's signature

Date:

Notes

- *In the case of a Company/Corporation, this form should be attested in the manner prescribed by its Articles of Association.*
- *If this form is signed by an Attorney for and on behalf of a shareholder, notarially certified copy of the Power of Attorney registered in the Books of the Company should be attached.*

M B S L INSURANCE COMPANY LIMITED
GUIDELINES AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING
(AGM) VIA ONLINE MEETING PLATFORM

The 15th Annual General Meeting of M B S L Insurance Company Limited will be held at the Board Room (18th Floor) of Merchant Bank of Sri Lanka & Finance PLC, BOC Merchant Tower, No.28 St. Michael's Road, Colombo 03 on 17th December 2020 at 10.00 a.m. via Online Meeting Platform without the physical presence of the Shareholders, due to the prevailing COVID-19 pandemic in the Country.

Method of holding the AGM

Only the key officials who are essential for the administration of the formalities of the meeting will be physically present at the meeting. All others, including shareholders, will participate via an online meeting hosted on the "Microsoft Teams" platform. These measures are being adopted to observe "social distancing" requirements as stipulated by the Government.

Participation via an online meeting platform

The login information will be authorized only for the use by individual Shareholders, Proxy holders and authorized representatives in case of Institutional Shareholders and the Company will not be responsible or liable for any misuse. Where the Proxy holders are concerned, please note that the login information will only be shared with those in whose favour a valid proxy has been submitted by the Shareholder. Please follow the following instructions for participation online:

1. Shareholders are required to join the virtual AGM by clicking on the meeting link and user credentials sent by the Company via email.
2. The Shareholders whose online participation request has been accepted will receive a separate email containing the meeting link and user credentials from the Company, twenty-four (24) hours prior to the commencement of the AGM.
3. If a Shareholder/Proxy holder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the "**Microsoft Teams**" Mobile App onto his/her smart phone. Similarly, if a Shareholder/Proxy holder wishes to attend the Virtual AGM via a desktop computer, the link can be opened by downloading the "**Microsoft Teams**" Desktop App to the respective desktop computer. (Compatible web browser: **Google Chrome**).

4. The Shareholders/Proxy holders are requested to use the web link which will be forwarded by the Company and are required to click on **“Join the Virtual AGM of MBSLI”**.
5. It is recommended to join the meeting at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active twenty (20) minutes before the start of the AGM.
6. Once the credentials are inserted, he/she will be directed to the Virtual AGM Teams Platform.
7. When declaring the position of a resolution, Chairman will take in to account the voting of the shareholders/ Proxy holders participating virtually.
8. It is advised to check the online AGM access at least 3 hours prior and also ensure that your devices have an audible sound system so that you could be a part of the AGM comfortably.