

CO-OPERATIVE INSURANCE COMPANY PLC

CIRCULAR TO SHAREHOLDERS

Dear Shareholder,

Subsequent to the issuance of guidelines by the Colombo Stock Exchange (CSE) on holding virtual Shareholder meetings and in view of the current situation of the company, the Board of Directors has decided to convene the Annual General Meeting (AGM) for the year 2024, virtually, using audio or audio and visual means in the manner set forth below:

1. The 26th AGM of Co-operative Insurance Company PLC (the Company) will be convened as a virtual meeting on 29th June, 2024, originating from the Board room of the Registered Office of the Company at 74/5, Grandpass Road, Colombo 14
2. The AGM shall be held in compliance with the principles set out in the Guidelines issued by the CSE for the hosting of a virtual AGM.
3. The Chairman and the Members of the Board and key officials essential for the administration of formalities and conducting of the Meeting will be physically present at the Registered Office. All shareholders will participate in the Meeting via an online meeting platform.
4. Adequate arrangements will be made for Shareholders who wish to participate in the AGM via the online meeting platform, with login information being forwarded to such Shareholders well in advance of the Meeting.

The login information is authorized only to be used by Shareholders or the Proxy holders (in the case of individuals) and by authorized representatives (in the case of corporate shareholders). The Company shall not be responsible or liable for misuse and/or unauthorized use of the login information.

5. In order to enable the online meeting facilities as per 4 above, Shareholders who wish to participate at the AGM are requested to complete and forward the Annexure I, in the Notice of Meeting, to the email address agm2024@coopinsu.com or post or deliver it to the Registered Office address of the Company at 74/5, Grandpass Road, Colombo 14, not less than 48 hours prior to holding of the Meeting.
6. Shareholders who wish to raise any questions or make any comments on the matters listed in the Agenda of the Meeting are invited to send in their queries/ concerns/ comments together with the Annexure I, in the Notice of Meeting
7. Voting on the items in the Agenda will be registered by using an online platform. All such procedures will be explained to the Shareholders prior to the commencement of the Meeting.
8. Shareholders are also reminded that they have a right to appoint a member of the Board to act as their Proxy if they choose. These Shareholders who wish to appoint a Director as his/her Proxy must forward the duly completed Proxy Form clearly indicating their vote under each matter set out in the Proxy Form to the Registered Office address of the

Company at 74/5, Grandpass Road, Colombo 14 so that their vote could be recorded as if he/she were present at the Meeting.

9. Shareholders who are unable to participate at the Meeting via the designated online meeting platform are invited to forward their suggestions, questions and concerns relating to the items on the Agenda to the designated email address agm2024@coopinsu.com. The Board will ensure that they are discussed and addressed at the AGM, if relevant.
10. The Company will proceed to hold the AGM on 29th June, 2024 with the Shareholders who wish to participate through the online platform irrespective of whether it is declared a public holiday or curfew is imposed on that day since the aforesaid measures will enable full participation at the Meeting.
11. The annual report is available on the company official web site <https://ci.lk> and on the CSE web site.
12. The Notice pertaining to the 26th AGM of the Company will be published in Sinhala and English newspapers. The Notice of Meeting and the Form of Proxy will be made available on the CSE website and the Company's official website <https://ci.lk>
13. For any queries related to this circular please contact 0112342221 during normal office hours.

BY ORDER OF THE BOARD



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Secretaries
Kalupahana and Thilakarathne Law Associates
07th June, 2024

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