

UB FINANCE COMPANY LIMITED**[Company Registration No. PB 113]**

No.10, Daisy Villa Avenue, Colombo 04

CIRCULAR TO SHAREHOLDERS

Dear Shareholder/s

ANNUAL GENERAL MEETING OF THE COMPANY

It is with great pleasure that the Board of Directors of UB Finance Company Limited presents the Company's Annual Report for the year ended 31st March 2023 and convenes the Annual General Meeting (AGM) of the Company to be held on Wednesday, 27th September 2023 at 10.30 a.m.

The Board has decided to hold the AGM of the Company as a Virtual Meeting in line with the guidelines issued by the Colombo Stock Exchange (CSE) for the conducting of Virtual AGMs.

1. 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 in the Board Room. All others, including shareholders, will participate via an online meeting hosted on the Teams platform.

2. REGISTRATION PROCEDURE

Those Shareholders and Proxy holders who wish to participate via audio visual conferencing technology means should notify the Company of such intention by completing the **REGISTRATION FORM**.

The duly completed **REGISTRATION FORM** should be deposited with the Company, through the Secretaries, P W Corporate Secretarial (Pvt) Ltd, No. 3/17, Kynsey Road, Colombo 08 or forwarded to ubf.pwcs@gmail.com in order to enable the Company to receive the same by 10.30 a.m. on 25th September 2023.

The Guidelines for Registration and the Registration Form are available on Company's official Website and on the Colombo Stock Exchange (CSE) Website, details of which are given under item 6 of this Circular.

3. APPOINTMENT OF PROXY HOLDERS

Shareholders are encouraged to vote by Proxy through appointment of a member of the Board of Directors to vote on their behalf and to include their voting preferences on the resolutions to be taken up at the meeting in the Form of Proxy.

The Form of Proxy will also be made available on the corporate website of the Company and the website of the Colombo Stock Exchange and those Shareholders who wish to submit their Form of Proxy should duly complete the same as per the instructions given therein. The duly completed Form of Proxy should be forwarded to the Company for deposit at the Registered Office through the Company Secretaries, P W Corporate Secretarial (Pvt) Ltd, No. 3/17, Kynsey Road, Colombo 08 or forwarded by email to ubf.pwcs@gmail.com in order to enable the Company to receive the same not later than 10.30 a.m. on 25th September 2023.

4. 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.

Shareholders can send in their queries, if any, to ubf.pwcs@gmail.com not later than 10.30 a.m. on 25th September 2023.

5. VOTING

Voting on the items on the Agenda will be registered by using an online e-ballot platform. All such procedures will be explained to the Shareholders prior to the commencement of the meeting.

6. COPIES OF THE ANNUAL REPORT 2022/23

The Annual Report 2022/23 of the Company is made available for download on the Corporate Website of the Company and the Colombo Stock Exchange Website and the relevant links are given below:

- (i) Corporate Website of U B Finance Company Limited -
(<https://www.ubf.lk/>)
- (ii) Colombo Stock Exchange Website
(<https://cse.lk/>)

Should a Shareholder wish to obtain a printed copy of the Annual Report, they may send a written request to the Company by filling the request form attached herein. A copy of the Annual Report will be forwarded by the Company within eight (8) market days from the date of receipt of the request.

Should you require assistance relating to your request for a printed copy of the Annual Report, you may contact the Company on Telephone 011 4 468888 / email: agm@ubf.lk anytime between 10.00 am. to 4.00 p.m. on any working day.

7. DOCUMENTS ATTACHED

The following documents are attached to this Circular to Shareholders:

1. Notice of Annual General Meeting
2. Form of Proxy
3. Guidelines for Registration
4. Form of Registration
5. Request Form for the printed copy of the Annual Report

By order of the Board
UB FINANCE COMPANY LIMITED
P W CORPORATE SECRETARIAL (PVT) LTD


Director/Secretaries

28th August 2023