



HNB Assurance PLC
Legal & Company Secretarial Division,
"Iceland Business Center",
No: 30, Sri Uttarananda Mawatha,
Colombo 3, Sri Lanka.
09th March 2021

CIRCULAR TO SHAREHOLDERS
ANNUAL GENERAL MEETING OF THE COMPANY

Dear Shareholder/s,

With a view to protecting public health and facilitating compliance with the current Government Health and Safety Guidelines, the 19th Annual General Meeting (AGM) of HNB Assurance PLC will be held as a Hybrid Meeting on **31st March 2021 at 10.00 a.m.** at the **Auditorium on Level 22 of "HNB Towers", at No: 479, T. B. Jayah Mawatha, Colombo 10.** The hybrid AGM will be held in line with the Guidelines issued by the Colombo Stock Exchange (CSE) for hosting of virtual / hybrid AGMs and on the assumption that no curfew will be in force on that date and that there would be no restrictions imposed by the authorities on conduct of meetings.

Notice of Meeting together with Proxy Form has been published in the Company's website (<https://www.hnbassurance.com/download>) and in the web site of the Colombo Stock Exchange (<https://www.cse.lk/pages/company-profile/company-profile.component.html?symbol=HASU.N0000>).

Up to a total of Thirty (30) shareholders will be accommodated at the physical location of the AGM. The shareholders who wish to participate physically should notify the Company of such intention by forwarding an e-mail to **board.secretariat@hnbassurance.com**. The selection of the said number of shareholders who will be eligible to participate the said meeting will be on a first come first serve basis.

All other shareholders who do not get the opportunity to participate in the meeting will be allowed the opportunity to participate at the AGM via Zoom online meeting platform. The Chairperson, certain members of the Board of Directors, Board Secretary, certain members of the Management, Auditors and Registrars to the Company will assemble at the physical Location.

The shareholders and proxyholders who will be participating via Zoom online platform should forward the following details to **board.secretariat@hnbassurance.com** not less than **48 hours** prior to the date of the AGM in order to enable the Company to share the relevant meeting login information.

Full Name of Shareholder :

NIC No./ Passport No. or Company Registration No. :

CDS Account No :

Residential Address :

Telephone No/s :

Email :

If a proxyholder is appointed by the shareholder the following details of his/her's will also required:

Full Name of Proxyholder :

NIC No./ Passport No. :

Telephone No/s :

Email :


SITARI JAYASUNDARA
BOARD SECRETARY