

Circular to Shareholders

Dear Shareholder(s),

PEOPLE'S INSURANCE PLC – ANNUAL REPORT FOR THE YEAR 2019

As you may be aware, in terms of the Listing Rules of the Colombo Stock Exchange (CSE), a listed company may issue to its shareholders its Annual Report in mode, other than in printed form, provided that such company complies with the specified requirements listed in the said rules. An extract of these rules has been set out for your information on the reverse of this letter.

Accordingly, the Annual Report of People's Insurance PLC for 2019 will be available on the:

- (1) Corporate Website – <https://www.peoplesinsurance.lk/pdf/People-s-Insurance-PLC-AR2019.pdf>
- (2) The Colombo Stock Exchange - <https://www.cse.lk/home/company-info/PINS.N0000/financial>
- (3) By scanning the following QR code:



However, if a shareholder makes a written request for a printed copy thereof, upon receipt of such written request, a printed copy of the Annual Report will be sent within eight (8) Market Days of such receipt, to any requesting shareholder.

If you should however, require printed copy of the said Annual Report, please provide us with a written request thereof on or before 31 January 2021. You may for this purpose complete and forward to us the attached Request Letter. We shall then, within eight (8) Market Days of the date of receipt of your request forward to you, printed copy of the said Annual Report.

If you have any queries on this matter, you may contact Mr. Dulip Dissanayake on telephone No. +94 11 212 6302 (extension 3302) between 10.00 am and 4.00 pm on any working day or via email to dulipd@plc.lk.

Shareholders are advised that the Notice convening the Annual General Meeting (AGM) of the Company and related Form of Proxy are also enclosed and if any Shareholder is unable to attend the AGM, please return the duly completed Form of Proxy to reach us not later than 48 hours before the time fixed for the said Meeting.

By order of the Board of People's Insurance PLC

A handwritten signature in black ink, appearing to be 'Lakmini Kottegoda', written over a horizontal line.

Lakmini Kottegoda
Company Secretary

Colombo
9th October 2020

Extract of Rule 7.5 of the Revised Listing Rules of the Colombo Stock Exchange in relation to the Circulation of Annual Reports.

7.5 CIRCULATION OF ANNUAL REPORT

b. In the event the Listed Entity sends the annual report to its Securities holders in a mode, other than in printed form, the Entity shall comply with the following;

- (i) The Listed Entity shall provide a printed copy of the annual report to a Securities holder, upon such Securities holder's request in writing;
- (ii) The Listed Entity shall designate a person to attend to the Securities holder's requests as stated in subparagraph (a) above;
- (iii) The Listed Entity shall ensure that a printed copy of the annual report is forwarded to the Securities holder requesting the annual report, within eight (8) Market Days from the date of receipt of the request;
- (iv) The Listed Entity shall designate a person/s to answer queries from Securities holders relating to the mode of sending the annual report to its Securities holders;
- (v) Together with the annual report, the Listed Entity shall send a note to the Securities holders containing the following statement/ information:
 1. that the Listed Entity shall forward a printed copy of the annual report to the Securities holder requesting such printed copy within eight (8) Market Days from the date of receipt of the written request; and
 2. the Listed Entity's web site and email address, name/s of designated person/s attending to the Securities holder's requests and queries and contact number/s; and
 3. a request form to enable the Securities holders to request for a printed copy of the annual report, with the particulars of the Listed Entity's facsimile number and mailing address.

Request Letter

To:
Company Secretary
People's Insurance PLC,
07, Havelock Road,
Colombo 05.

Dear Sir,

People's Insurance PLC Request for a printed copy of the Annual Report – 2019

With reference to the Circular to Shareholders dated 9th October 2020 I/we hereby request you to please forward to me/us a printed copy of the Annual Report of People's Insurance PLC for the year 2019.

Shareholder Details

Full Name of Shareholder	
Shareholder's NIC/Passport/	
Company Registration No.	
Shareholder's Address	
Shareholder's Folio No. (Please refer to address label)	
Contact Telephone No.	

.....
Signature

.....
Date

Notes:

1. Please complete the Request Letter by filling in legibly the required information, signing in the space provided and filling in the date.
2. Please email or deliver the completed Request Letter to the Company Secretary at the address given above or forward via facsimile to +94 11 2126322.
3. In the event the shareholder is a company, the Request Letter should be signed under its Common Seal or by a duly authorised officer of the Company.
4. In the case of Joint Holders, the Request Letter may be executed by the Registered Principal holder.
5. If you have any query regarding this Request Letter, please contact Mr. Dulip Dissanayake on telephone No. +94 11 2126302 between 10.00 a.m. and 4.00 p.m. on any working day or via email to dulipd@plc.lk.

Form of Proxy

I/we.....
 of being a
 member/s of People’s Insurance PLC hereby appoint Mr./Mrs./Miss
 (holder of N.I.C. No
) of failing him/her

Mr. Isuru Balapatabendi	failing him
Mr. A. S. Ibrahim	failing him
Mr. Lakshman Abeysekera	failing him
Mr. Ranjith Kodituwakku	failing him
Mr. Johnson Fernando	failing him
Dr. Kasun Wijethilleke	failing him

as my/ our proxy to represent me/ us and vote on my/ our behalf at the eleventh (11th) Annual General Meeting of the Company to be held on 10th November 2020 at 3.30 p.m. at the Board Room, People’s Insurance PLC Head Office, No.07, Havelock Road, Colombo 05, Sri Lanka and at any adjournment thereof and at every poll which may be taken in consequence thereof to vote.

Please indicate your preference by placing a ‘X’ against the Resolution No:

		For	Against
1	To receive and consider the Annual Report of the Board of Directors together with the financial statements of the Company for the year ended 31st December 2019 together with the report of the Auditors thereon.		
2	To re-elect as a Director, Mr. Isuru Balapatabendi, who having been appointed to the Board in terms of Article 27(2) of the Articles of Association of the Company, retires at this Annual General Meeting.		
3	To re-elect as a Director, Mr. Ranjith Kodituwakku, who having been appointed to the Board in terms of Article 27(2) of the Articles of Association of the Company, retires at this Annual General Meeting.		
4	To re-elect as a Director, Mr. Johnson Fernando, who having been appointed to the Board in terms of Article 27(2) of the Articles of Association of the Company, retires at this Annual General Meeting.		
5	To re-elect as a Director, Dr. Kasun Wijethilleke, who having been appointed to the Board in terms of Article 27(2) of the Articles of Association of the Company, retires at this Annual General Meeting.		
6	To authorise the Board of Directors to determine contributions to charities and other donations for the ensuing financial year.		

Auditors of the Company

According to Section 55 of the National Audit Act No. 19 of 2018, People’s Insurance PLC falls under the definition of ‘auditee entity’ and the Auditor General or any person authorised by the Auditor General shall carry out the audit of the Company.

Signed this day of..... 2020

.....
 Signature Shareholder’s N.I.C./ P. P./Co. Reg. No.

Notes:

1. Proxy need not be a member of the company.
2. Instructions as to completion of this Form of Proxy are given overleaf.

1. As provided for in Article 19(3) of the Articles of Association of the Company, the instrument appointing a proxy should be in writing.
2. The full name and address of the shareholder appointing the proxy should be legibly entered in the Form of Proxy and duly signed and dated.
3. The Proxy shall –
 - a. In case of an individual be signed by the shareholder or by his attorney, and if signed by an attorney, a notarially certified copy of the Power of Attorney should be attached to the complete proxy if it has not already been registered with the company.
 - b. In case of a company or corporate body, either be under its Common Seal or signed by its attorney or by an officer on behalf of that company or corporate body in accordance with the Articles of Association or the Constitution of that company or corporate body.
 - c. In the case of joint-holder, be signed by the joint-holder whose name appears first in the Register of Members.
4. The completed form of Proxy, **Virtual Meeting Online Registration Form** and the Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that Power of Attorney or other authority must be deposited at the office of the Company Secretary, People's Insurance PLC at No. 07, Havelock Road, Colombo 5 not less than forty eight (48) hours before the time appointed for the holding of the meeting.
5. Every alteration or addition to the Proxy must be duly authenticated by the full signature of the shareholders, signing the Proxy.

**GUIDELINES AND REGISTRATION PROCESS FOR THE ANNUAL GENERAL MEETING (AGM) VIA
ONLINE MEETING PLATFORM**

Shareholders / Proxy holders who wish to participate in the Annual General Meeting of People's Insurance PLC to be held via an Online Meeting Platform (Virtual AGM), could do so by using a smart phone or a desktop computer.

If a Shareholder/Proxy holder intends to join the Virtual AGM via a smart phone, it is necessary for him/her to download the “**Zoom 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 “**Zoom Desktop App**” to the respective desktop computer (compatible web browser: **Google Chrome**).

1. Shareholder who wish to participate in the Virtual AGM of People's Insurance PLC either by themselves or through their Proxies are requested to forward their details to the Company Secretaries as per the attached **REGISTRATION FORM**.
2. The duly completed and signed **REGISTRATION FORM** should be delivered to the Company Secretaries, Address/Email / Tel to be received by the Secretaries by 04.00 p.m. on 05th November 2020. If participation in the meeting through a Proxy, the duly completed and signed **FORM OF PROXY** should accompany the **REGISTRATION FORM**.

Note:

If a Proxy is appointed, the information set out in the **REGISTRATION FORM** pertaining to the Proxy holder should tally with the information indicated in the duly completed **FORM OF PROXY** submitted by the Shareholder.


3. The Company will verify all registration requests and identification details received as aforesaid, against the details of Shareholders set out in the Shareholders' Register and accept the registrations for the Virtual AGM if it is satisfied with the request and supporting documents (if any).

Shareholders whose registration requests are accepted will receive an email confirmation from the Company acknowledging the acceptance of their request.

4. The Shareholders whose registration requests have been accepted will receive a further email from the Company 24 hours prior to the commencement of the AGM. This email will provide a web link for online registration referred to as “**Virtual AGM Registration**”. If the Shareholder has appointed a valid Proxy this email will be forwarded to the relevant Proxy holder.
5.
 - (i) The Shareholders / Proxy holders are requested to use the web link, which will be forwarded by the Company as referred to in 4 above and click on “**Virtual AGM Registration**” in order to complete online registration for the Virtual AGM.
 - (ii) On clicking the link “**Virtual AGM Registration**”, Shareholders/Proxy holders will be redirected to an interface where they will be requested to enter their **first name, last name, email address, re- enter email address and National Identity Card Number**. (In entering these details the participants are required to ensure that correct details as included in the **REGISTRATION FORM** referred to in 2 above are entered in the said online registration process, since any mismatch will be considered as an unsuccessful log in)
 - (iii) After successful completion of entering of the details as referred to in 5 (ii) above, the participants are requested to click on “**REGISTER**” which will be prompted on their screens enabling them to receive the meeting link.
6. The Shareholders who successfully complete their online registration as set out in 5 above, will receive the log in link for participation in the meeting referred to as “**Join the Virtual AGM of (Company Name)**” and credentials.
7. In order to join the Virtual AGM, participants are required to click on “**Join the Virtual AGM of (Company Name)**”. In some instances the system call for the credentials and if that is required, please enter the credentials to gain access to the Virtual AGM.

8. On completion of this process, you will be directed to the Virtual AGM Zoom Platform, where you can participate in the Virtual AGM.

It is recommended that the Shareholders / Proxy holders complete the process outlined in 5, 6, 7 and 8 above and join the AGM at least ten (10) minutes before the start of the AGM. The Online Meeting Platform will be active thirty (30) minutes before the time appointed for the commencement of the meeting.

9. Shareholders/Proxy holders may use the **Q & A** tab or the **Hand Raise** () icon appearing on the screen respectively, to submit their questions or concerns in typed format or verbally. The system will allow a pop up message to **unmute the microphones and to allow video options**.
10. After completion of the process outlined in 7 above in respect of all eligible Shareholders and Proxy holders, the Company will forward a separate email to the Shareholders / Proxy holders or representatives (as applicable) who are entitled to vote, providing a separate link to vote on all resolutions included in the Notice of Annual General Meeting dated 9th October 2020.
11. Shareholders / Proxy holders who intend participating in the meeting are requested to open the said link and be prepared to cast their vote when each resolution is taken up for voting by the Chairman. Participants are advised to **“refresh”** the voting page and cast the vote as per their discretion in the given space and click **“SUBMIT”** enabling the Company to receive the responses.
12. When declaring the voting on a resolution, Chairman will take in to account the voting of the Shareholders/ Proxy holders participating virtually
13. **60 seconds** will be allocated for Shareholders/ Proxy holders to cast their vote in respect of each resolution.
14. The results will be processed and announced by the Chairman **15 seconds** after the end of the time slot allocated for voting.
15. In a situation where a Poll is demanded and Shareholders are required to vote on the Poll, a mechanism similar to that referred to for voting, will be applicable. This will be moderated by the Chairman of the meeting.

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 participate in the AGM comfortably.

**PEOPLE'S INSURANCE PLC
ANNUAL GENERAL MEETING 2020
REGISTRATION OF SHAREHOLDER DETAILS FOR ONLINE VIRTUAL MEETING**

To: The Company Secretary, People's Insurance PLC,
No. 07, Havelock Road, Colombo 05.

1. Full Name of the Shareholder:
-
2. Shareholder's Address:
-
3. Shareholder's NIC No. / Passport No. / Co. Reg No.:
4. Shareholder's Contact No.: (Residence) (Mobile).....
5. Name of the Proxy Holder:
6. Proxy holder's NIC No. / Passport No. / Co. Reg. No.:
7. Proxy holder's Contact No.: (Residence) (Mobile).....
8. Shareholder's/ Proxy holder's E-mail:
9. Participation at the AGM Via an online platform: YES /NO
10. Name of Joint holder/s (If any): (i)
- (ii).....
11. National Identity card number/s of Joint holder/s: (i).....(ii).....

.....
Shareholder's signature/Date

.....
1st Joint holder's signature/Date

.....
2nd Joint holder's signature/Date

Note:

- 1) Shareholders are requested to provide their email address in the space provided in order to forward the Virtual AGM Zoom link & necessary instruction, if they wish to attend the AGM through the online platform.
- 2) In the case of a Company/Corporation, the Shareholder details form must be under its Common Seal which should be affixed and attested in the manner prescribed by its Articles of Association.
- 3) In the case of a Power of Attorney, the Shareholder Details Form signed by the Power of Attorney must be deposited at the Registered Office of the Company for registration.