

# SUPPLEMENTARY NOTICE TO SHAREHOLDERS

## UNION BANK OF COLOMBO PLC (PB 676 PQ)

### 25TH ANNUAL GENERAL MEETING

Dear Shareholder/s,

As previously communicated by the announcement dated 20th March 2020 made to the Colombo Stock Exchange (“CSE”), the Board of Directors (“the Board”) of Union Bank of Colombo PLC (“the Bank”) decided to postpone the 25th Annual General Meeting (“AGM/Meeting”) of the Bank, which was originally scheduled for 31st March 2020 at the “Auditorium” of Sri Lanka Foundation at No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07, in view of the COVID-19 pandemic.

However, following the issuance of guidelines by the CSE on holding virtual shareholder meetings and legal advice obtained thereon, and in view of the possibilities of the currently prevailing social distancing guidelines and other safety measures continuing for the foreseeable future, the Board has now decided to proceed with the AGM using audio visual technology since certain pressing matters, including the reappointment of directors, require shareholder approval and cannot be put off indefinitely.

Accordingly, considering the exigencies of the situation, the Board will conduct the AGM on 24th June 2020 in the following manner,

1. The 25th Annual General Meeting (AGM) of the Bank shall be, convened as a virtual meeting on Wednesday the 24th day of June 2020 centered at the Boardroom of the Bank at No.64, Galle Road, Colombo 03 at 10.00 a.m.
2. The AGM shall be held in compliance with the principles set out in the Guidelines issued by the CSE for the hosting of virtual Annual General Meetings and the legal advice obtained thereon.
3. Only the key officials of the Bank, including certain members of the Board, Director/Chief Executive Officer and the Company Secretary, who are essential for the administration of the Meeting will be physically presented in the Boardroom. All others, including the shareholders, will participate in the Meeting via an online meeting platform. These measures have been adopted to observe social distancing regulations/ requirements currently prevailing in view of the COVID-19 pandemic.
4. Adequate arrangements will be made for shareholders who wish to participate in the AGM via the online meeting platform, with log in information being forwarded to them well in advance of the Meeting.

The login information is authorised only for use by shareholders (in the case of individuals) and by authorised representatives (in the case of corporate shareholders). The Bank shall not be responsible or liable for misuse and /or unauthorised use of the log in 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 forward the following, details to the Company Secretary by 4.00 pm on 19th June 2020 by email to the email address: **csd@unionb.com** or by fax to +94 112374190 or by otherwise communicating the same in writing to the Head Office of the Bank at No.64, Galle Road, Colombo 3.

Full name of the shareholder	
Shareholder's NIC/Passport No/Company Registration No.	
CDS account no.	
Address	
Contact telephone no	
Email address	

**Notes:**

*Please note that it is compulsory to provide all of the above details if you wish to participate at the AGM via the online meeting platform.*

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6. Shareholders will be given the opportunity to raise any questions or make comments on the matters listed in the revised agenda of the Meeting. All individuals participating at the Meeting remotely through the online platform are required to first identify themselves before raising any questions or making comments as aforesaid.
7. Voting on the items on the revised agenda will be registered by using an online platform or a designated ancillary online application. All of 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. Those shareholders who wish to appoint a director as his/her/its proxy must forward the duly completed Proxy Form clearly indicating their vote under each matter set out in the Proxy Form to the Company Secretary as specified under section 5 of this supplementary notice in order that their vote may be identified and recorded as if he/she/it were present at the meeting.
9. The duly completed proxies already submitted by shareholders prior to 29th March 2020 will be taken as valid unless a shareholder revokes the same by resubmitting a fresh proxy at least 36 hours prior to the time fixed for the Meeting by sending such fresh proxy to **csd@unionb.com** or by fax to +94 112374190.
10. 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 items on the revised agenda to the undersigned as specified under section 5 of this supplementary notice. The Board will ensure that they are discussed and addressed at the AGM, if relevant.
11. The Bank will proceed to hold the AGM as planned on 24th June 2020 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.
12. In view of the limited postal services operations and any disruptions therein that may take place, the notices pertaining to the re-scheduling of the 25th AGM of the Bank will be published in daily newspapers/e-newspapers in Sinhala, Tamil and English languages. The supplementary notice to the shareholders, revised notice of the meeting and the form of proxy will be made available on the Colombo Stock Exchange website (**www.cse.lk**), the Bank's official website (**www.unionb.com**) and the Facebook page of the Bank (**https://www.facebook.com/UnionBankOfColomboPLC/**).

For any queries relating to this supplementary notice, please contact our officials on +94 11 2374100 Ext.2911-2913 during normal office hours.

The Board wishes to take this opportunity to thank the shareholders of the Bank for their unwavering cooperation at all times.

By order of the Board,



**Inoka Jayawardhana**  
*Company Secretary*

At Colombo, on this 26th day of May 2020.