

PROCEDURE OF VIRTUAL EGM ATTENDANCE AND FREQUENTLY ASKED QUESTIONS (FAQs)

1. Why is this Extra Ordinary General Meeting (EGM) only virtual?

Pursuant to the Bangladesh Securities and Exchange Commission's Order No. SEC/SRMIC/04-231/932 dated 24 March 2020, a listed company can arrange virtual shareholder meeting, which can be conducted via live webcast by using digital platform. Accordingly, in the light of prevailing COVID-19 situation in Bangladesh, considering the health and safety of all the shareholders, staff and others who plan to attend the EGM 2020, Sunlife Insurance Co. Ltd. plans to convene its 2nd EGM 2020 virtually by using digital platform.

2. How can I participate in the EGM?

You are eligible to participate in the EGM, if you were a shareholder of Sunlife Insurance Co. Ltd. as on the "Record Date" i.e. 06 September 2020. You will be able to participate in the EGM online from your laptop, desktop, tablet and Smartphone. For logging in to the system, you need to put your 16-digit BO ID number and other credential as a proof of your identity by visiting the link <https://sunlifeins.bdvirtualagm.com>

3. How can I submit questions/comments prior to and during the meeting?

You can submit your questions/comments in writing or through voice recording 24 hours before commencement of the EGM and during the EGM, by visiting the link <https://sunlifeins.bdvirtualagm.com> or through emailing to sunlife@dtechltd.com

4. How the Company will address our questions/comments?

During the live Q&A session on the EGM day, the Board and the Management will try to answer the relevant questions, which will be submitted through the system and email prior to or during the meeting. However, Sunlife Insurance Co. Ltd. reserves the right to edit and reject questions if it deems profane or otherwise inappropriate.

5. Who is entitled to vote and how many shares can I vote?

Each holder of shares of Sunlife Insurance Co. Ltd. as on the "Record Date" i.e. 06 September 2020 is entitled to cast one vote per share on each Agenda item at the EGM. You are entitled to vote all shares owned by you as on the "Record Date".

6. How can I vote my shares in the EGM?

You can vote your shares electronically 24 hours prior to commencement of the EGM and during the EGM by visiting the link <https://sunlifeins.bdvirtualagm.com> You may vote in "FAVOUR" or "AGAINST" with respect to each agenda item.

7. What is the deadline for voting my shares?

Your vote must be received before the polls close for each agenda items during the EGM.

8. What If I have technical difficulties or trouble accessing the virtual meeting?

If you encounter any difficulties accessing the virtual meeting through the link <https://sunlifeins.bdvirtualagm.com> prior to or during the EGM, please call +8801940441801 for support.