

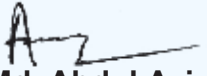
Notice For 23rd Annual General Meeting

Notice is hereby given that the 23rd Annual General Meeting of Sunlife Insurance Company Ltd. will be held on 19th September 2023 at 3.00 P.M. by using Digital platform through the link <https://sunlifeins.bdvirtualagm.com> to transact the following business:

- 01 To receive Consider & adopt the Directors' Report and the Audited Financial Statements of the Company for the year ended 31st December 2022 together with the Auditors' Report there on
- 02 To elect/re-elect Directors as per the Articles of Association of the Company.
- 03 To appoint Statutory Auditors' for the year 2023 and to fix their remuneration.
- 04 To appoint Compliance Auditors' for the year 2023 & to fix their remuneration
- 05 Any other business that may be transacted in the AGM with the permission of the Chair.

Dated, Dhaka
28th August 2023

By order of the Board


(Md. Abdul Aziz)
Company Secretary

Notes:

- a. The Members, whose name appeared on the Members/Depository Register as on Record Date i.e 24th August 2023 are eligible to attend and vote at the 23rd Annual General Meeting (AGM).
- b. Pursuant to the Bangladesh Securities Exchange Commission's Order No. SEC/SRMIC/04-231/932 dated 24 march 2020, the AGM will be virtual meeting of the members, which will be conducted via live webcast by using digital platform.
- c. No dividend Declared by the Board of Directors of the Company at its Board meeting held on 2nd August 2023 for the year 2022.
- d. The members will be able to submit their question/comments and vote electronically 24 hours before commencement of the AGM and during the AGM, For logging into the system, the members need to put their 16 digit Beneficial Owner (BO) ID number and other credential as proof of their identity by visiting the link given to the website of the Company i.e www.sunlifeinsbd.com, The link also sent/be sent to the email addresses of the respected shareholders.
- e. The Detailed procedures to participate in the virtual meeting and frequently asked Questions (FAQs) have been provided in the Annual Report and published in the investor Relation Section of the company's website at www.sunlifeinsbd.com
- f. We encourage the members to log into the system prior to the meeting start time of 3.00 P.M. (Dhaka time). Please Contact +8801940441801 for technical difficulties in accessing the virtual meeting.
- g. Members entitled to attend and vote at the Annual General Meeting (AGM) may appoint a proxy to attend and vote on his/her stead. The proxy form "duty filled, signed and stamped at BDT 20 must be Sent through email to sunlife share office at sunlife@dteltd.com at Least 72 hours before commencement of the AGM.
- h. Pursuant to the Bangladesh Securities and exchange commission (BSEC) Notification No. BSEC/CMRRCD/2006-158/208/Admin/8 dated 20 June 2018, the soft copy of the Annual Report-2022 is being sent to the email addresses of the members available in their beneficiary Owner accounts maintained with the depository. The members are requested to update their email address through their respective depository Participant. The soft copy of the Annual report 2022 will also be available on the company's website at www.sunlifeinsbd.com