

## Invitation to attend the Annual General Assembly Meeting of Sukoon Insurance PJSC

The Board of Directors of Sukoon Insurance PJSC (the "Company") has the honor to invite the shareholders to attend the Annual General Assembly Meeting which will be held at the Company's Head Office located at Omar Bin Al Khattab Street, next to Al Ghurair Mall, Deira, Dubai, and virtually via [www.smartagm.ae](http://www.smartagm.ae) (instant visual and direct electronic voting) on Friday 28/02/2025 at 11:00 am to consider the following agenda:

1. Listen to and approve the Board of Directors' Report on the Company's activity and its financial position for the fiscal year ended on 31/12/2024.
2. Listen to and approve the Auditor's Report for the fiscal year ended on 31/12/2024.
3. Discuss and approve the Company's balance sheet and profit and loss account for the fiscal year ended on 31/12/2024.
4. Consider the Board of Directors' proposal regarding distribution of cash dividends of 20% of the share capital amounting AED 92,374,425 (AED 20 fils per share) for the fiscal year 2024.
5. Approve the proposal concerning the remuneration of the members of the Board for the year ended on 31/12/2024.
6. Discharge the members of the Board of Directors for the fiscal year ended on 31/12/2024 or dismiss them and file a liability action against them, as the case may be.
7. Discharge the auditors for the fiscal year ended on 31/12/2024 or dismiss them and file a liability action against them, as the case may be.
8. Appoint the auditors for the year 2025 and determine their fees.
9. Elect a new board of directors for the years 2025-2027 (after getting the initial approval of the related authorities; the Central Bank of UAE and SCA)

### Notes:

1. As directed by the Securities and Commodities Authority, the Company's shareholders who will attend the General Assembly Meeting should register their attendance electronically to be able to vote on the items of the General Assembly. Registration will be open from 12:00 pm on Friday 21/02/2025 and will close at 11:00 am on Friday 28/02/2025. For electronic registration, please visit the website [www.smartagm.com](http://www.smartagm.com).
2. For individual and corporate proxies, can register through (<https://www.smartagm.ae>), fill out the proxy form and upload it with the supporting documents once the online registration is open.
3. Any shareholder who has the right to attend the General Assembly may delegate any person other than a member of the Board of Directors under a special written proxy. In such capacity, no proxy may represent more than 5% of the shares in the capital of the Company. Shareholders who lack capacity or competency shall be represented by their legal representatives. (subject to the provision of clauses (1) and (2) of Article (40) of the Chairman of Authority's Board of Directors' decision no. (3/Chairman) of 2020 concerning Approval of Joint Stock Companies Governance Guide and its amendments. (You can consult the disclosure regarding the procedure of attestation of Proxy below).
4. A corporate person may delegate one of its representatives or those in charge of its management under a decision of its Board of Directors or its authorized deputy to represent such corporate person in the General Assembly of the Company. The delegated person shall have the powers as determined under the delegation decision.
5. Shareholders registered in the Shareholders Register on Thursday 27/02/2025 shall be entitled to vote in the General Assembly Meeting.
6. Shareholders registered in the Shareholders Register on 10/03/2025 shall be deemed to be entitled to receive the dividends (if approved by the General Assembly). In such case, the distribution of the dividend will be within (30) thirty days following the date of the Annual General Assembly.
7. The meeting of the General Assembly shall not be valid unless attended by shareholders who hold or represent by proxy at least (50%) of the Company's share capital. If this quorum for the meeting is not available in the first meeting, the second meeting shall be convened on 06/03/2025 in the same venue and on the same electronic platform and at the same time. (The second meeting shall be held after a period of not less than five (5) days and not more than fifteen (15) days from the date of the first meeting. The postponed meeting shall be deemed valid irrespective of the number of the shareholders present.
8. Special Resolution: is a resolution passed by majority vote of the shareholders who hold at least 3/4 of the shares represented in the General Assembly meeting of a joint-stock company.
9. You can view the guide on investor rights in securities, which is available on the main page of the SCA official website, according to the following link: [www.sca.gov.ae/en/regulations/minority-investor-protection.aspx](http://www.sca.gov.ae/en/regulations/minority-investor-protection.aspx)

### Proxy Form

I / we: .....

The shareholder(s) of Sukoon Insurance PJSC hereby appoint by virtue of this proxy

Mr. / Mrs.: .....

To represent me and vote on my behalf in the General Assembly meeting which will be held on on Friday 28/02/2025 at 11:00 am Remotely/e-voting or any adjourned meeting, therefore.

Shareholder Investor Number: .....

Shareholder Mobile Number: .....

Proxyholder Mobile Number: .....

Date: / / 2025

Signature: .....



# إفصاح توضيحي بشأن اعتماد التوكيلات



بناءً على متطلبات البندين ١ و ٢ من المادة رقم ٤٠ من دليل حوكمة الشركات المساهمة العامة الصادر من هيئة الأوراق المالية والسلع، نود أن نلفت السادة المساهمين إلى ما يلي:

## الوكلاء المفوضين عن المساهمين:

١. يجوز لمن له حق حضور الجمعية العمومية أن ينيب عنه من يختاره من غير أعضاء مجلس الإدارة أو العاملين بالشركة أو شركة وساطة في الأوراق المالية أو العاملين بها بمقتضى توكيل خاص ثابت بالكتابة ينص صراحة على حق الوكيل في حضور اجتماعات الجمعية العمومية والتصويت على قراراتها ويجب ألا يكون الوكيل - لعدد من المساهمين - حائزاً بهذه الصفة على أكثر من (٥%) من رأس مال الشركة المصدر. ويمثل ناقص الأهلية وفاقديها النائبون عنهم قانوناً.
٢. يتعين أن يكون توقيع المساهم الوارد في الوكالة المشار إليها في البند (١) هو التوقيع المعتمد من/لدى أحد الجهات التالية، وعلى الشركة اتخاذ الإجراءات اللازمة للتحقق من ذلك.
  - أ . الكاتب العدل
  - ب . غرفة تجارة أو دائرة اقتصادية بالدولة
  - ج . بنك أو شركة مرخصة بالدولة شريطة أن يكون للموكل حساب لدى أي منهما
  - د . أي جهة أخرى مرخص لها القيام بأعمال التوثيق
٣. بالإضافة إلى ذلك يرجى إرفاق ما يلي:
  - نسخة سارية الصلاحية من بطاقة الهوية الإماراتية (من الأمام والخلف) أو نسخة جواز السفر للمساهم.
  - نسخة سارية الصلاحية من بطاقة الهوية الإماراتية (من الأمام والخلف) أو نسخة جواز السفر لصاحب التوكيل
٤. يتعين تضمين نموذج التوكيل أرقام التواصل بالمساهم واسم و أرقام التواصل الخاصة بممثل عن شركة الوساطة الذي اعتمد التوكيل.

## الوكلاء المفوضين عن الشخص الاعتباري

١. يجوز للشخص الاعتباري تفويض أحد ممثليه أو المسؤولين عن إدارته بموجب قرار صادر عن مجلس إدارته أو أي كيان مماثل.
٢. يجب أن يتم توقيع خطاب التفويض أو النموذج من قبل المفوض بالتوقيع عن الشخص الاعتباري وتقديم المستند الداعم مثل التوكيل الرسمي والرخصة التجارية وما إلى ذلك.
٣. بالإضافة إلى ذلك يرجى إرفاق ما يلي:
  - نسخة سارية الصلاحية من بطاقة الهوية الإماراتية (من الأمام والخلف) أو نسخة جواز السفر لصاحب التوكيل
٤. يتعين تضمين نموذج التوكيل أرقام التواصل بالمساهم واسم و أرقام التواصل الخاصة بممثل عن شركة الوساطة الذي اعتمد التوكيل.

## CLARIFYING DISCLOSURE REGARDING THE APPROVAL OF AGENCIES

According to Clauses (1) & (2) of Article (40) of the Governance Guide for Public Shareholding Companies issued by the Securities and Commodities Authority, we would like to inform the shareholders of the following:

### Individual Proxyholder:

1. Any shareholder who has the right to attend the General Assembly may delegate someone from other than the Board members or the staff of the company, or securities brokerage company, or its employees, to attend on his behalf as per a written delegation stating expressly that the agent has the right to attend the General Assembly and vote on its decision. A delegated person for a number of shareholders shall not have more than (5%) of the company issued capital after gaining that delegation. Persons lacking legal capacity and are incompetent must be represented by their legal representatives.
2. The shareholder signature on the power of attorney referred in Clause No. (1) shall be the signature approved by any of the following entities:
  - a - Notary Public
  - b - Commercial chamber or economic department in the state
  - c - Bank or company licensed in the state, provided that the agent shall have an account with any of them.
  - d - Any other entity licensed to perform attestation works.
3. In addition to the above please, provide the following:
  - Valid Emirates ID copy (Front and Back) or Passport Copy of the shareholder
  - Valid Emirates ID copy (Front and Back) or Passport Copy of the Proxyholder.
4. The proxy form shall include the name and contact number(s) of the shareholder and the brokerage firm who approved the proxy.

### Corporate Proxyholder

1. A corporate person may delegate one of its representatives or those in charge of its management under a resolution passed by its Board of Directors or any similar entity.
2. The delegation letter or form should be signed by an authorized signatory and provide the supporting document such as POA, Trade License etc.
3. In addition to the above please, provide the following:
  - Valid Emirates ID copy (Front and Back) or Passport Copy of the Proxyholder.
4. The proxy form shall include the name and contact number(s) of the shareholder and the brokerage firm who approved the proxy.