

**Registered Office: 22<sup>nd</sup> Floor, "A" Wing, Marathon Futurex, N. M. Joshi Marg,  
Lower Parel – East, Mumbai – 400013, Maharashtra, India.**  
**Corporate Identity Number - U66010MH2007PLC167164: IRDAI Regn. No. 135**  
**Website: [www.ageasfederal.com](http://www.ageasfederal.com) | Toll free No. +91 22 23029200**

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To make it convenient for Members, Directors and Auditors of the Company to attend Annual General meeting virtually an option is hereby provided to attend the meeting through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM") as per applicable provisions of the Companies Act, 2013 apart from attending the meeting via physical presence.

Accordingly, we hereby inform that the Annual General Meeting of the Company shall be conducted through Video Conference instead of physical meeting as communicated earlier in the Notice convening AGM. Accordingly, an Addendum to the Statement pursuant to Section 101 & 102(1) of the Companies Act, 2013 is being issued which shall form part of the Notice dated May 04, 2023, convening the 16<sup>th</sup> Annual General Meeting of the Company already issued by the Company.

**ADDENDUM TO THE NOTICE OF 16<sup>th</sup> ANNUAL GENERAL MEETING OF THE COMPANY  
SCHEDULED TO BE HELD AT 4 PM ON MAY 17, 2023**

The following notes/instructions are included in the Notice convening AGM issued by the Company;

- 1) The Ministry of Corporate Affairs ("MCA") has vide it's circular dated May 5, 2020 read with circulars dated April 8, 2020, April 13, 2020, June 15, 2020, January 13, 2021, December 14, 2021 and December 28, 2022 (collectively referred to as "MCA Circulars") permitted the holding of the "AGM" through Video Conferencing (VC) / Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. Accordingly, in compliance with the provisions of the Act and MCA Circulars, the AGM of the Company is being held through VC / OAVM.
- 2) The AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
- 3) Members attending the AGM through VC / OAVM shall be counted for reckoning the quorum under Section 103 of the Act.
- 4) The register of Members, Directors and Key Managerial Personnel and their shareholding in the Company along with all other applicable & mandatory registers are maintained as provided under the Companies Act, 2013. The same will be available for inspection at the registered office of the Company. Also, all such registers and records will be available for inspection to the Members on request. Members who wish to inspect required documents can write us via registered email address on [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com),

**Ageas Federal Life Insurance Co. Ltd.**

following which link to access such documents will be provided with 48 hrs from request mail.

**5) INSTRUCTIONS FOR MEMBERS FOR WHO WILL BE ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:**

- a. Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the AGM and Members who may like to express their views or ask questions during the AGM may register themselves by writing us on [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com)

Members will be provided with Microsoft Teams meeting invite on their registered email addresses, such meeting invite will be containing steps to join meeting along with login details. Login details are not included in this notice for security reasons.

**How to join Microsoft Team Meeting**

Once you receive invitation from the host to join meeting. There will be a joining link given in the meeting schedule. You need to click on the given link to proceed further.

**Join Microsoft Teams Meeting**

After clicking the link it will further ask you join the meeting through web browser or Application



**Experience the best of Teams meetings with the desktop app**

[Download the Windows app](#)

[Join on the web instead](#)

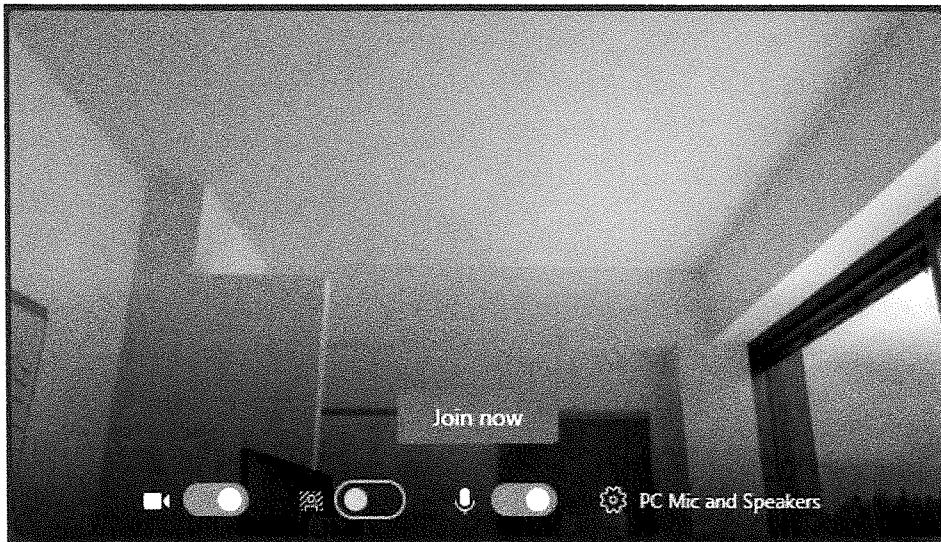
Already have the Teams app? [Launch it now](#)

**Note: For better Audio/Video performance, it is recommended to use the application instead of web browser for video meeting. You can download the application in advance before meeting starts.**

At the time of joining the meeting, it will ask you to enable the video and audio at your end. You need to enable both setting. Will also find option for changing background option.

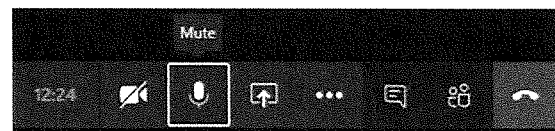
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After joining the meeting, you will get the display screen. Once you placed the cursor over the display screen, Option bar will appear.

You can also enable/Disable your video and audio from the option bar menus.



- b. Further, Members will be required to use Internet with a good speed to avoid any disturbance during the meeting.
- c. Please note that Members connecting from mobile devices or tablets or through laptops etc. connecting via mobile hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.
- d. Further, the facility of joining AGM will be closed on expiry of 15 minutes from the schedule time of the AGM. Those Members who register themselves as speaker will only be allowed to express views / ask questions during the AGM. The Company reserves the right to restrict the number of speakers and time for each speaker depending upon the availability of time for the AGM.
- e. Members can submit questions in advance with regard to the financial statements or any other matter to be placed at the 16<sup>th</sup> AGM, from their registered email address, mentioning their name, folio number and mobile number, to reach the Company's email address [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/ or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com) at least 48 hours in advance before the start of the meeting. Such questions by the Members shall be taken up during the meeting and replied by the Company suitably.
- f. Members, who would like to ask questions during the 16<sup>th</sup> AGM with regard to the financial statements or any other matter to be placed at the 16<sup>th</sup> AGM, need to register

**Ageas Federal Life Insurance Co. Ltd.**

themselves as a speaker by sending their request from their registered email address mentioning their name, folio number and mobile number, to reach the Company's email address [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/ or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com) at least 48 hours in advance before the start of the 16<sup>th</sup> AGM. Those Members who have registered themselves as a speaker shall be allowed to ask questions during the 16<sup>th</sup> AGM, depending upon the availability of time.

- g. Members who need technical assistance before or during the AGM, can contact on [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com) and also may call at contact number +91 8097490174.
- 6) During the meeting, where a poll on any items is demanded, the members attending through VC or OAVM facility shall cast their vote on the resolutions only by e-mail through its registered e-mail address on which they have received the AGM notice to [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com). Poll papers along with the AGM Notice will be sent to the members and the members are requested to cast their vote on the proposed agenda matters as stated in the notice convening the AGM during the meeting and send it to [Corporate.Relations@ageasfederal.com](mailto:Corporate.Relations@ageasfederal.com) and/or [Rajesh.Ajgaonkar@ageasfederal.com](mailto:Rajesh.Ajgaonkar@ageasfederal.com) through your registered email address.

The aforesaid communication forms as integral part of the AGM Notice and is also available on the Company's website at [www.ageasfederal.com](http://www.ageasfederal.com).

The Notice of AGM hereinafter shall be read in conjunction with this communication.

All other content of the Notice of AGM, save and except as modified by the aforesaid communication or any additional information provided by the Company in the aforesaid communication with respect to the Notice of AGM shall remain unchanged.

**By order of the Board of Directors**  
**For Ageas Federal Life Insurance Company Ltd.**

  
**Rajesh Ajgaonkar**

**Chief Compliance & Legal Officer and Company Secretary**

 **ACS10498**

**May 16, 2023**

**Registered Office:**

Ageas Federal Life Insurance Company Limited,  
22<sup>nd</sup> Floor, "A" Wing, Marathon Futurex,  
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