

Quick User Guide
of
Virtual AGM Platform
For
SHAREHOLDER

Shareholder Interface

The screenshot displays the Shareholder Interface with three distinct login sections. The first section, 'Login as Shareholder', features three tabs: 'Individual' (selected), 'Company', and 'Proxy'. It contains three input fields: 'BO ID / Folio ID' with a placeholder 'Enter Your BO ID / Folio ID', 'Shareholder's Name' with a placeholder 'Enter Your Shareholder's Name', and 'Total Shares (as on record date):' with a placeholder 'Enter Your Total Shares (as on record date)'. A 'Login' button is positioned at the bottom. The second section, 'Login as Board Member / Company Secretary', has a 'Member ID:' label and an input field with the placeholder 'Enter Your Member ID', followed by a 'Login' button. The third section, 'Login as Other Member / Auditors', also has a 'Member ID:' label and an input field with the placeholder 'Enter Your Member ID', followed by a 'Login' button.

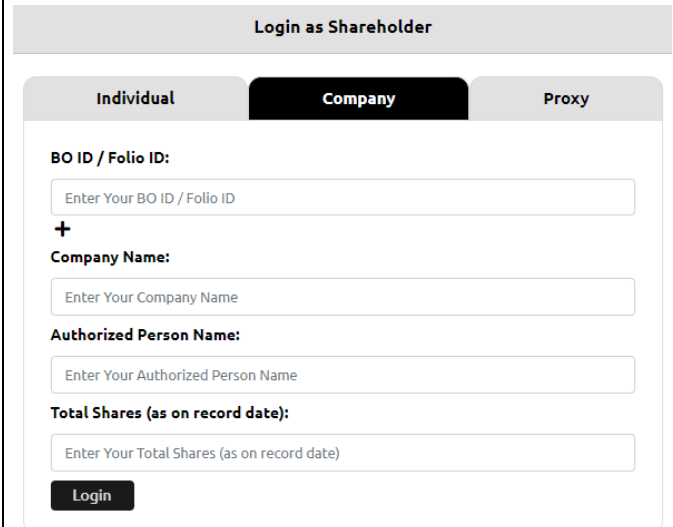
Individual Login Interface

- Click “**Individual**” Tab.
- Enter your correct BO ID/Folio Number.
- Name of shareholder will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Correct Information will allow an **Individual shareholder to log in.**

This is a detailed view of the 'Individual Login Interface' within the 'Login as Shareholder' section. It shows the 'Individual' tab selected, with the 'BO ID / Folio ID:' label above an input field containing the placeholder 'Enter Your BO ID / Folio ID'. Below this is the 'Shareholder's Name:' label above an input field with the placeholder 'Enter Your Shareholder's Name'. The third field is labeled 'Total Shares (as on record date):' with the placeholder 'Enter Your Total Shares (as on record date)'. A 'Login' button is located at the bottom of the form.

Company Login Interface

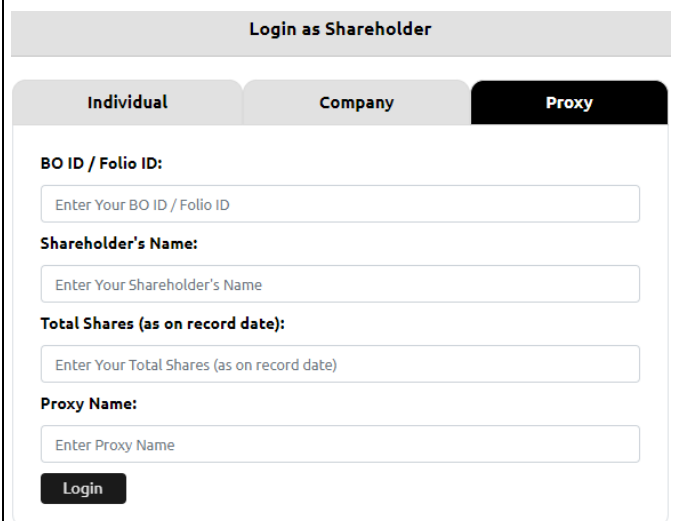
- Click “**Company**” Tab.
- Enter correct BO ID/ Folio Number of your Company.
- Name of Company will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- **Authorized person name** will be the person who will be assigned from the specific company. In attendance report that name will be counted.
- **Multiple BO ID user** can give minimum five BO ID at a time by Clicking the Pulse sign (+) beside the BO ID field.
- But he has to give the summation of all share that company hold in the “**Total Share**” field.
- Correct Information will allow a **Company shareholder to login.**



The screenshot shows the 'Login as Shareholder' interface with the 'Company' tab selected. It features a 'BO ID / Folio ID' field with a '+' icon for adding multiple IDs, a 'Company Name' field, an 'Authorized Person Name' field, and a 'Total Shares (as on record date)' field. A 'Login' button is located at the bottom.

Proxy Login Interface

- Click “**Proxy**” Tab.
- Enter your correct BO ID/Folio Number.
- Name of shareholder will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Enter proxy name.
- Correct Information will allow a **Proxy shareholder to log in**



The screenshot shows the 'Login as Shareholder' interface with the 'Proxy' tab selected. It features a 'BO ID / Folio ID' field, a 'Shareholder's Name' field, a 'Total Shares (as on record date)' field, and a 'Proxy Name' field. A 'Login' button is located at the bottom.

Shareholder Landing Page

Agenda

Agenda-01

To receive, consider and adopt the Audited Financial Statement for the year ended 31st December 2019 together with the reports of the Auditor and the Directors.

Favor 1,000 Against 0

Agenda 2

To declare dividend for the year 2019.

Vote Here

Click here to vote each time

Comments / মন্তব্য

BQ/Folio: 1201470045236901 Feb 23, 17:43

Some Comment

BQ/Folio: 1201470045236901 Feb 23, 19:52

comment from nusrat 1

Type a Message

Click here to start record and send কল করুন

Record

Activate Windows
Go to Settings to activate Windows
GoCon v 1.7.0

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If Video get Paused or Video Loading Error due to Internet Failure or Bandwidth Dropout Please Refresh the Page.

Voting Feature:

- Click “Vote here” button
- A person can give for an agenda once.
- After giving vote,” Vote Here” button will be disabled for that person.

Vote Here

[Click here to vote each time](#)

To Submit Vote:

- Shareholder can give vote in Favor /against from the Pop-Up Window.

Agenda Vote

Agenda-01

To receive, consider and adopt the Audited Financial Statement for the year ended 31st December 2019 together with the reports of the Auditor and the Directors.

Favor Against

Agenda 2

To declare dividend for the year 2019.

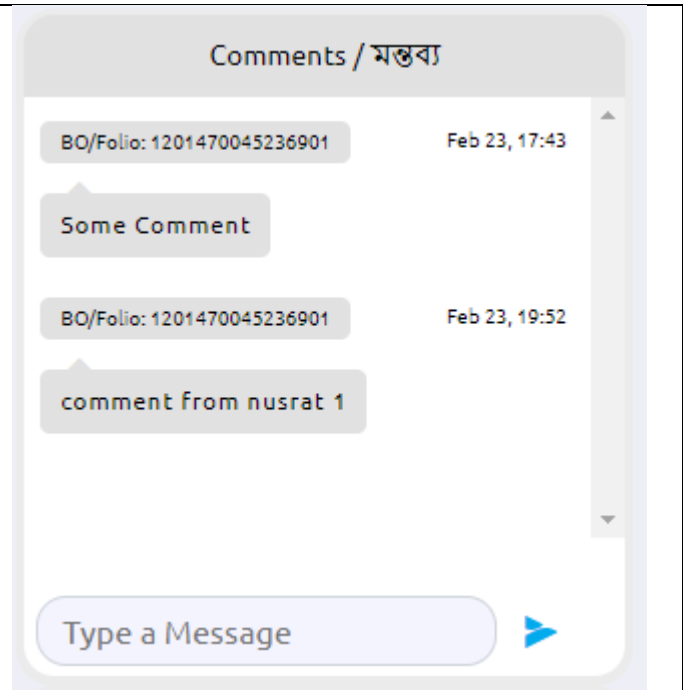
Vote Here



<p>Live Voting Result:</p> <ul style="list-style-type: none">• Total vote count will be shown under each Agenda.• Voting result count as how many shares are held by shareholders.	<p>The screenshot shows a voting interface for 'Agenda-01'. The text reads: 'To receive, consider and adopt the Audited Financial Statement for the year ended 31st December 2019 together with the reports of the Auditor and the Directors.' Below this, there are two buttons: a green 'Favor' button with '1,000' and a red 'Against' button with '0'.</p>
<p>Agenda</p> <ul style="list-style-type: none">• Share Holder can see all agenda of the current AGM.	<p>The screenshot shows a scrollable list of agendas. The first item is 'Agenda-01' with the same text and voting results as above. The second item is 'Agenda 2' with the text 'To declare dividend for the year 2019.' At the bottom of the screenshot is a 'Vote Here' button with the text 'Click here to vote each time'.</p>

Comment:

- Type your comments in Bangla / English in “Type a message” field.
- Click the arrow sign which is in the comment bar.
- You will get a confirmation message as “comment sends successfully”.



Audio:

- Click “Voice record” button
- Start talking (system will allow you to talk for 2-3 minutes. after that will get the stop button automatically)
- When done click “Stop” button
- You will get a success message.

Click here to start record and send Question

Record

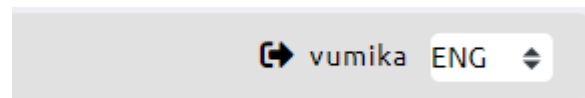
Attendance

- Shareholder can see total shareholder attendance and total shares.

Total Shareholders' Attendance: 2 Total Shares: 1100

Logout

- By clicking the log out button Member can logout from the interface.



Localization

- User can convert full interface from English to Bangla and Bangla to English using Localization feature.

Total Attendance: 1 Total Shares: 1000 Oneey

Agenda 1 আলোচ্যসূচী-১

The exact origin of the word Bangla is unknown, though it is believed to come from "Vanga", an ancient kingdom and geopolitical division on the Ganges delta in the Indian subcontinent. It was located in southern Bengal, with the core region including present-day southern West Bengal (India) and southwestern Bangladesh.	২০০৬ খ্রিষ্টাব্দে উয়ারী-বটেশ্বর অঞ্চলে প্রাপ্ত পুরাতাত্ত্বিক নিদর্শন অনুযায়ী বাংলাদেশ অঞ্চলে জনবসতি গড়ে উঠেছিলো প্রায় ৪ হাজার বছর পূর্বে। ধারণা করা হয় দ্রাবিড় ও তিব্বতীয়-বর্মী জনগোষ্ঠী এখানে সেসময় বসতি স্থাপন করেছিল। পরবর্তীতে এই অঞ্চলটি ক্ষুদ্র ক্ষুদ্র রাজ্যে বিভক্ত হয়ে স্থানীয় ও বিদেশী শাসকদের দ্বারা শাসিত হতে থাকে।	Favor আনুকূল্য Against বিরুদ্ধে
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Agenda-02 আলোচ্যসূচী-২

Stone Age tools found in Bangladesh indicate human habitation for over 20,000 years,[39] and remnants of Copper Age settlements date back 4,000 years.	১৯০৫ থেকে ১৯১১ খ্রিষ্টাব্দ পর্যন্ত বঙ্গভঙ্গের ফলে পূর্ববঙ্গ ও আসামকে নিয়ে একটি নতুন প্রদেশ গঠিত হয়েছিল, যার রাজধানী ছিল ঢাকায়।[৩৭] তবে কলকাতা-কেন্দ্রিক রাজনীতিবিদ ও বুদ্ধিজীবীদের চরম বিরোধিতার ফলে ১৯১১ খ্রিষ্টাব্দে বঙ্গভঙ্গ রদ হয়ে যায়।	Favor আনুকূল্য Against বিরুদ্ধে
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Agenda-03 আলোচ্যসূচী-৩

The exact origin of the word Bangla is unknown, though it is believed to come from "Vanga", an ancient kingdom and geopolitical division on the Ganges delta in the Indian subcontinent. It was located in southern Bengal, with the core region including present-day southern West Bengal (India) and southwestern Bangladesh.	বাংলায় ইউরোপীয় ব্যবসায়ীদের আগমন ঘটে পঞ্চদশ শতকের শেষভাগ থেকে। ধীরে ধীরে তাদের প্রভাব বাড়তে থাকে। ১৭৫৭ খ্রিষ্টাব্দে ব্রিটিশ ইস্ট ইন্ডিয়া কোম্পানি পরাশীর যুদ্ধে জয়লাভের মাধ্যমে বাংলার শাসনক্ষমতা দখল করে।	Favor আনুকূল্য Against বিরুদ্ধে
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E-Voting:

- To submit E-vote Shareholder will get this interface.
- Shareholder can see all agenda at a glance.
- Click on For/against button.
- Success message will pop-up.
- One shareholder can give vote once in one agenda.
- If any shareholder already submit his vote in online and he come to physical AGM and wants to give vote, **"Vote Already taken"** message will shows up.