Digital AGM User Guide

(Shareholder)

Indo-Bangla Pharmaceuticals Limited

Venue: Digital Platform
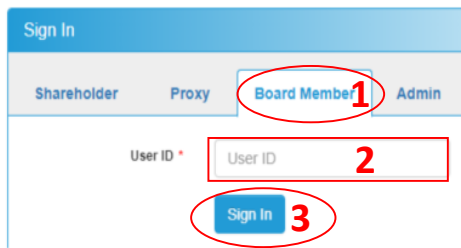
6th Annual General Meeting

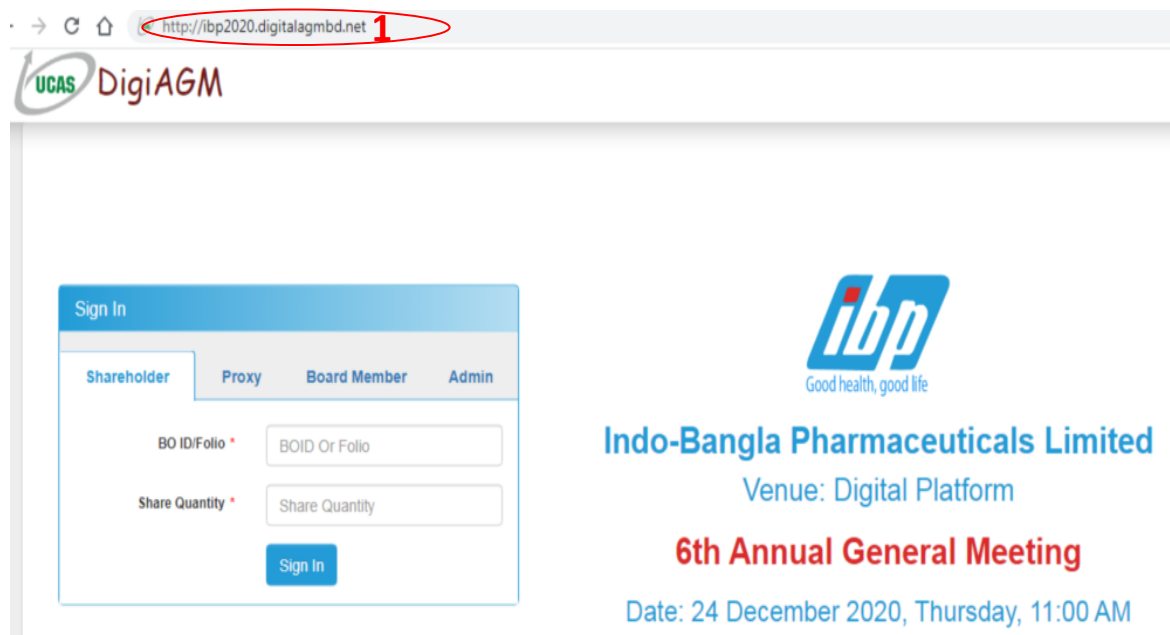Date: 24 December 2020, Thursday, 11:00 AM

CONDUCTED BY:

United Corporate Advisory Services Limited

Digital AGM User Guide (Share Holder):

1. Open any web browser (Google Chrome, Microsoft Edge, Internet Explorer and Mozilla Firefox) and please Write http://ibp2020.digitalagmbd.net URL in the URL/Browser box;

Sign In As a Shareholder:

1. Click Shareholder Tab;
2. Please Enter your BOID/Folio in the BO ID/Folio Textbox;
3. Enter your Holding share quantity in the Share Quantity Textbox as on '**Record Date**';
4. Click Sign In Button for Login;

Sign In As Proxy:

1. Click Proxy Tab;
2. Enter Original Shareholder's BOID/Folio in the BO ID/Folio Textbox;
3. Enter Original Shareholder's Share Quantity in the Share Quantity Textbox;
4. Enter Proxy Shareholder's BOID/Folio in the Proxy BO ID/Folio Textbox;
5. Enter Proxy Shareholder's Share Quantity in the Proxy Share Quantity Textbox;
6. Please click Sign in Button to Login;

Sign In As Board Member:

1. Click Board Member Tab;

2. Enter Board of Member's User ID in the User ID Textbox;

3. Please click Sign in Button to Login;

View the Live Streaming, Annual Report:

1. Click Play Button to view the Live Streaming of AGM;
2. Click Annual Report Link to view company's annual report;

Joining Request & Comments:

1. If you want to join live AGM video for speech or any other reason write joining purpose in the Joining Purpose textbox;

2. Click Join Button for request to join live. You are in waiting list for joining live. You will get a **Video Call** from company when they want you to join;

3. You can see all comments/file in the comment list;

4. Write your opinion/comment/question in the Comment box;

5. Click attachment and select file for attaching any document/image/recording or any other file;

6. Click send button for sending comment;

Voting System:

1. If you want to favor the proposed agenda click Favour button;
2. If you want to vote against the proposed agenda click Against button;
3. Share Quantity of voted Shareholders;
4. Share Percentage of voted Shareholders;