## **Digital AGM User Guide**

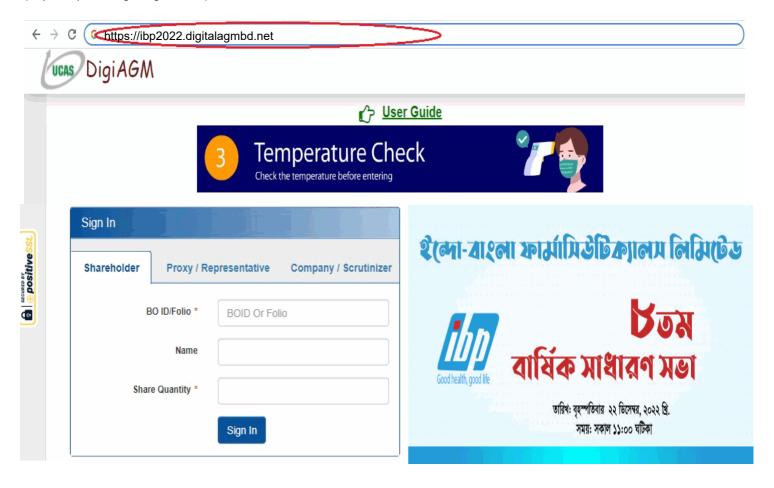
(Shareholder)



# CONDUCTED BY: United Corporate Advisory Services Limited

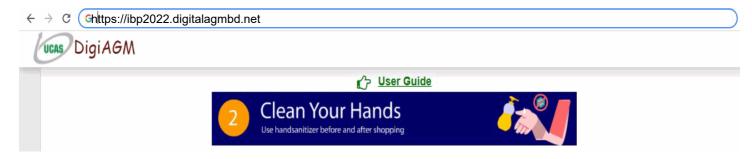
#### **Digital AGM User Guide (Shareholder):**

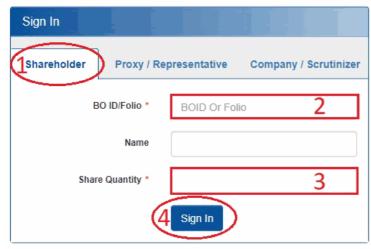
1. Open any web browser (Google Chrome, Microsoft Edge, Internet Explorer and Mozilla Firefox) and please write (https://ibp2022.digitalagmbd.net) URL in the URL/Browser box;



### Sign In As a Shareholder:

- 1. Click Shareholder Tab;
- 2. Please Enter your BO ID/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;



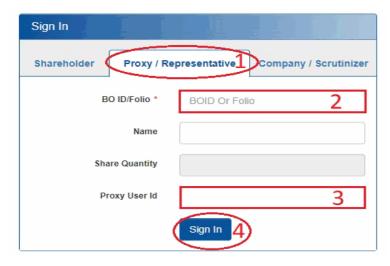




#### Sign In As Proxy:

- 1. Click Proxy Tab;
- 2. Enter Original Shareholder's BO ID/Folio in the BO ID/Folio Textbox;
- 3. Enter Proxy Shareholder's User ID Textbox;
- 4. Please click Sign in Button to Login;

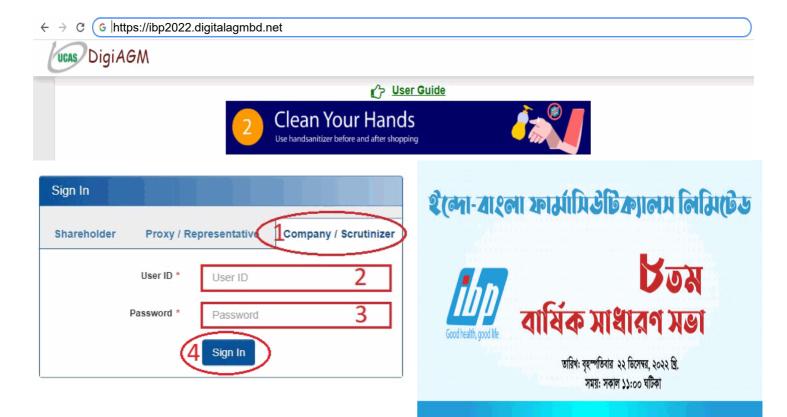






#### Sign In As Company/Scrutinizer (DSE, CSE):

- 1. Click Company/Scrutinizer (DSE, CSE, ACS or FCS) Tab;
- 2. Enter Company/Scrutinizer User ID in the User ID Text box;
- 3. Please Enter your Password;
- 4. Please click Sign in Button to Login;



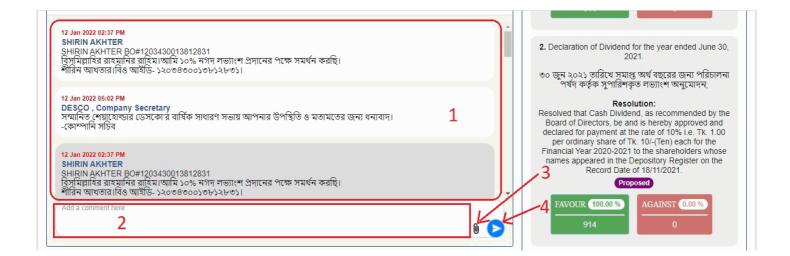
#### **View the Live Streaming, Annual Report:**

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



#### Comments

- 1. You can see all comments/file in the comment list
- 2. Write your opinion/comment/question in the Comment b
- 3. Click attachment and select file for attaching any document/image/recording or any other file
- 4. Click send button for sending comment



#### **Voting System:**

- 1. If you want to favor the proposed agenda click Favor/Yes button;
- 2. If you want to vote against the proposed agenda click Against/No button;

