HEIDELBERGCEMENT BANGLADESH LTD.

34th Annual General Meeting

QUICK USER GUIDE OF
Virtual AGM Platform
For
Shareholder (Individual/company/proxy)

If you need assistance with system login/Share/BO ID or Folio please get in touch with:

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Prepared by

COMJAGAT TECHNOLOGIES

AGM Link: *https://agmbd.live/heidelbergcement2023*

QR Code:

AGM portal login Interface

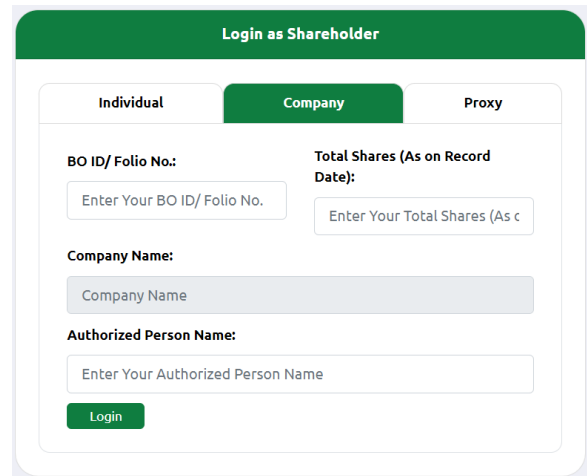## Individual Login Interface

- Click **"Individual"** Tab.
- Enter your correct BO ID/Folio Number.
- Shareholder's Name will show automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Enter Mobile Number To get OTP
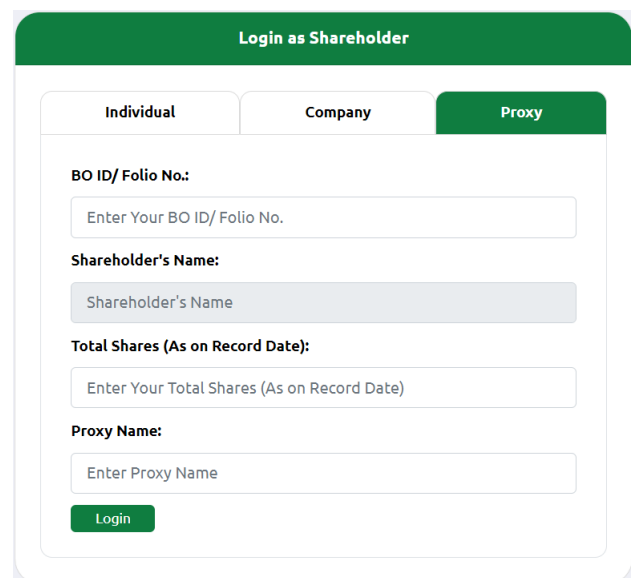- Correct Information will allow an **Individual shareholder to log in.**

Company Login Interface

- Click **"Company"** Tab.
- Enter correct BO ID/ Folio Number of your Company.
- The Company Name will show 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.
- Correct Information will allow a **Company shareholder to login.**

Proxy Login Interface

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

Shareholder Landing Page

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

Video Conference of Board Member:

- In this window shareholder can see Live Video Conference of Board members.
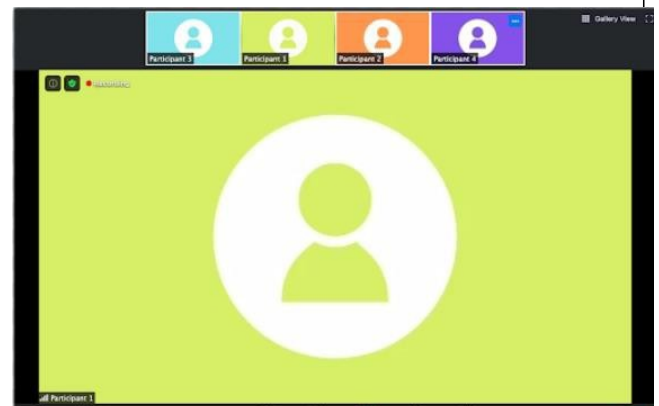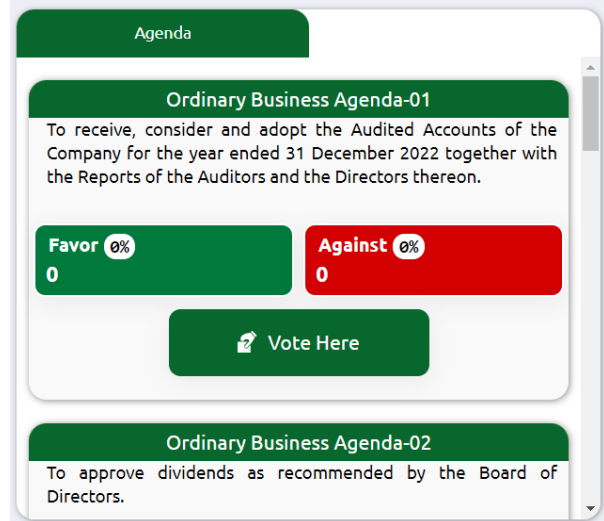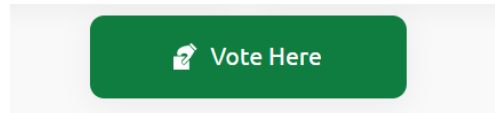
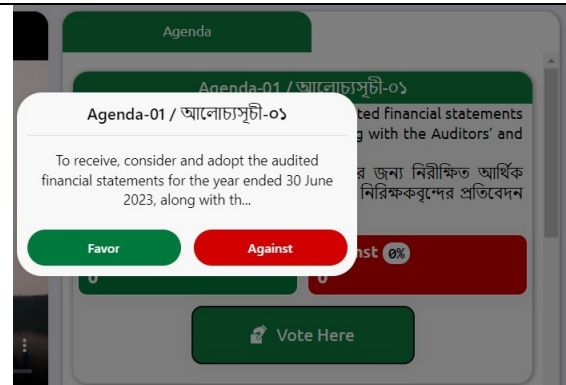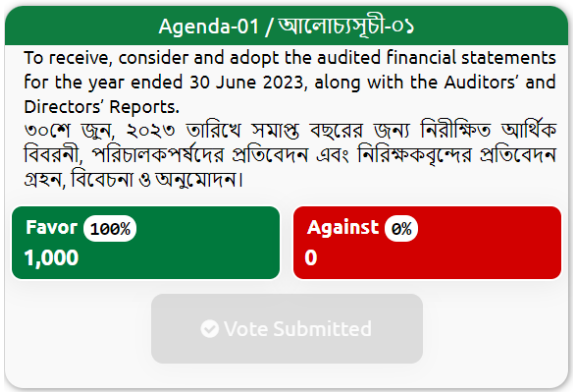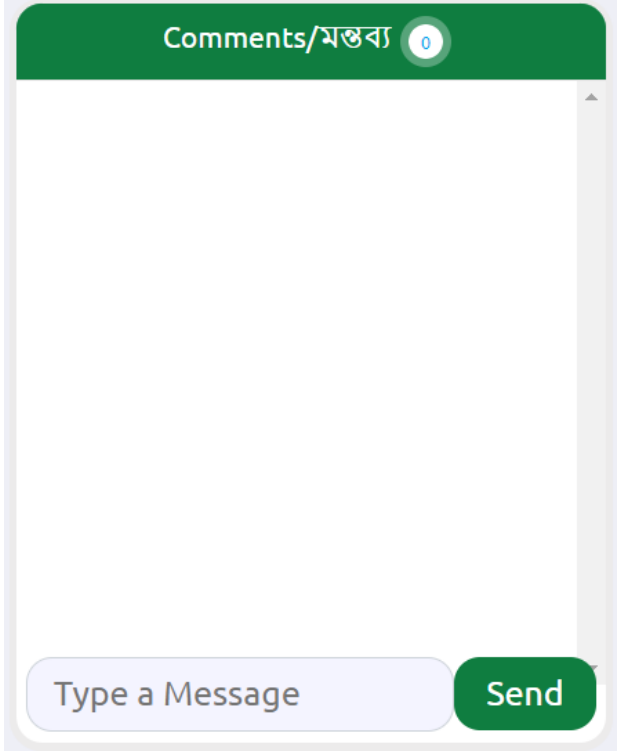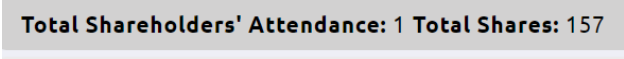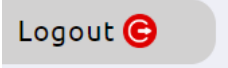|	
Agenda: ✓ Shareholder can see all agenda of the current AGM from the middle window.	

Voting Feature:
 	
    ✓ To submit vote Click **"Vote here"** button
    ✓ A person can give vote once for one agenda.
    ✓ After giving vote, **"Vote Here"** button will be disabled for that person.	

To Submit Vote: ✓ Shareholder can give vote in Favor /against from the Pop–Up Window.	

Vote Submitted:

- Vote Submitted Message will ensure that your vote has been submitted

Live Voting Result:

- Total vote count and voting percentage will be shown under each Agenda.
- Voting result count as how may share is hold by shareholders.

Comment:

- Type your comments in Bangla (Unicode) / English in **"Type a message"** field.
- Click the send button / Press enter from keyboard
- You will get a confirmation message as **"Message sent successfully"**.

Shareholders' Attendance:

- ᵛ Shareholder can see total shareholder attendance and total shares.

Total Shareholders' Attendance: 1 Total Shares: 157

Logout:

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

Logout ⊙

Contact Details

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