

Quick User Guide
Of
Virtual AGM Platform
For
SHAREHOLDER

Shareholder Interface

The screenshot shows the Shareholder Interface with three main sections:

- Login as Shareholder:** Contains three tabs: Individual (selected), Company, and Proxy. It has three input fields: Shareholder Name (with placeholder "Enter Your Name"), BO ID / Folio ID (with placeholder "Enter Your BO ID / Folio ID"), and Total Share (with placeholder "Enter Your Total Share"). A Login button is at the bottom.
- Login as Board Member:** Has one input field for Board Member ID (with placeholder "Enter Board Member ID") and a Login button.
- Login as Others:** Has one input field for Other Member ID (with placeholder "Enter Other Member ID") and a Login button.

Individual Login Interface

- Click “**Individual**” Button
- Fill up the following fields
 - Shareholder name
 - BO ID/ Folio ID
 - Total share
- Correct Information will allow an **Individual shareholder to log in.**
- Here BO ID/ Folio ID and Total share is mandatory Field.

This is a detailed view of the Individual Login Interface. It features a red header "Login as Shareholder" and three tabs: Individual (selected), Company, and Proxy. The form includes three input fields: Shareholder Name (placeholder: "Enter Your Name"), BO ID / Folio ID (placeholder: "Enter Your BO ID / Folio ID"), and Total Share (placeholder: "Enter Your Total Share"). A Login button is positioned below the Total Share field.

Company Login Interface

- Click “**Company**” button.
- Fill up the following field
 - Company Name
 - Authorized Person Name
 - BO ID/Folio ID
 - Total Share
- Here BO ID/ Folio ID and Total share is mandatory Field

This is a detailed view of the Company Login Interface. It features a red header "Login as Shareholder" and three tabs: Individual, Company (selected), and Proxy. The form includes four input fields: Company Name (placeholder: "Enter Name"), Authorized person Name (placeholder: "Authorized person Name"), BO ID / Folio ID (placeholder: "Enter Your BO ID / Folio ID"), and Total Share (placeholder: "Enter Total Share"). A plus sign (+) is located above the Total Share field. A Login button is positioned below the Total Share field.

- **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 log in**

Proxy Login Interface

- Click **“Proxy”** button.
- Fill up the following field
 - Shareholder name
 - BO ID/Folio ID
 - Total Share
 - Name of Proxy
- Here BO ID/ Folio ID and Total share is mandatory Field
- Correct Information will allow a **Proxy shareholder to log in**

The screenshot displays the 'Login as Shareholder' interface. At the top, there is a red header with the text 'Login as Shareholder'. Below this, there are three tabs: 'Individual', 'Company', and 'Proxy', with the 'Proxy' tab selected. The form contains the following fields:

- Shareholder's Name:** A text input field with the placeholder 'Enter Name'.
- BO ID / Folio ID::** A text input field with the placeholder 'Enter Your BO ID / Folio ID:'.
- Total Share:** A text input field with the placeholder 'Enter Total Share'.
- Name of Proxy:** A text input field with the placeholder 'Enter Proxy Name'.

At the bottom of the form is a dark grey button labeled 'Login'.

Shareholder Landing Page

The screenshot shows a web interface for a shareholder meeting. At the top, it displays 'Total Shareholder: 73' and 'Total Share: 308861'. The user is identified as 'MD. TAREQUL ISLAM'. The main content area is divided into three sections: a video player on the left showing a boat on a river with the text 'BANGLADESH | Raw Beauty' and 'BANG DESH'; a central 'Agenda' section titled 'Agenda-01 আলোচ্যসূচী-০১' with a description in Bengali and English, and voting buttons for 'Favour' (195544) and 'Against' (477); and a right-hand 'Comment / মন্তব্য' section with a text input field and a 'Record' button. A 'Vote Here' button is prominently displayed at the bottom center of the agenda section.

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

VOTE

- Shareholder will click the “**vote Here**” button to submit their vote for each agenda.
- One Shareholder can give vote for once.

Vote Here
You need to Click vote here each time to vote

Agenda

- Share Holder can see All agenda of the current AGM and live voting result.

This screenshot shows a close-up of the 'Agenda-01 আলোচ্যসূচী-০১' section. It includes the text: 'To receive, consider and adopt the Financial Statements, Directors' Report and Auditors' Report of the Bank for the year ended 31 December 2019.' Below this, there is a Bengali description and two voting buttons: 'Favour' with 195544 votes and 'Against' with 477 votes.

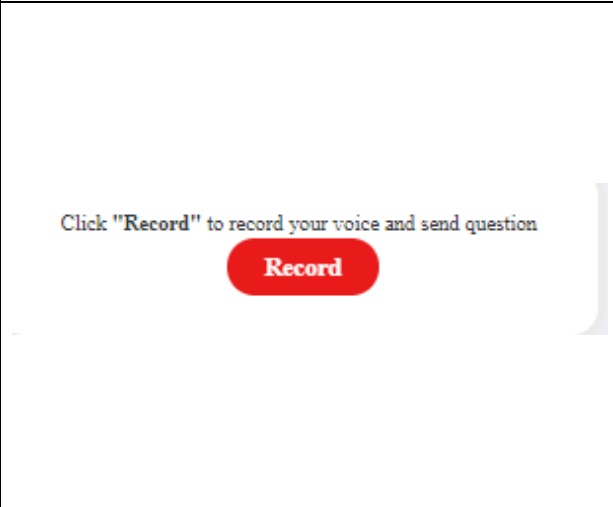
Comment:

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



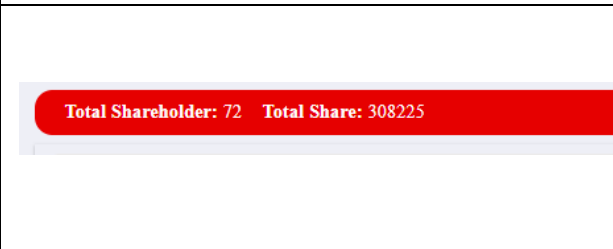
Audio:

- Click “Start” 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.



Attendance

- Shareholder can see all shareholder attendance and Total share.



Log out

- By click the log out button shareholder will logout from the interface.

