



৩০তম বার্ষিক সাধারণ সভা (এজিএম) ২০২২
30th Annual General Meeting (AGM) 2022

Quick User Guide

Virtual AGM Platform for Shareholders



CARING
FOR PEOPLE

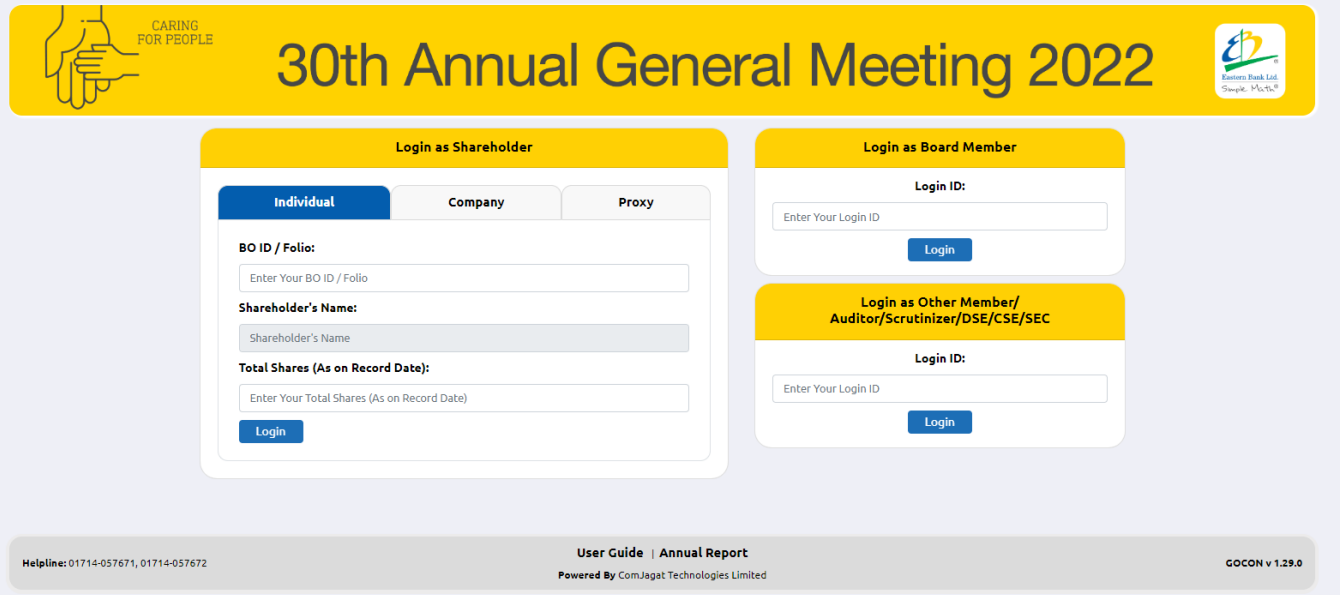


Quick User Guide
Of
Virtual AGM Platform
For
SHAREHOLDER

Prepared by

COMJAGAT TECHNOLOGIES LIMITED

Shareholder Interface



30th Annual General Meeting 2022

Login as Shareholder

Individual | Company | Proxy

BO ID / Folio:

Shareholder's Name:

Total Shares (As on Record Date):

[Login](#)

Login as Board Member

Login ID:

[Login](#)

Login as Other Member/Auditor/Scrutinizer/DSE/CSE/SEC

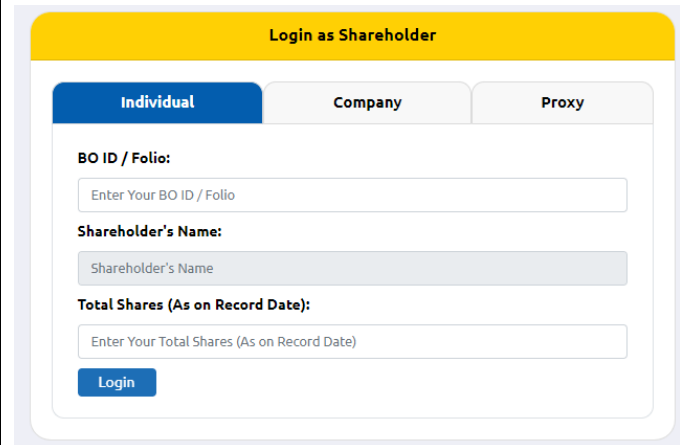
Login ID:

[Login](#)

Helpline: 01714-057671, 01714-057672 | [User Guide](#) | [Annual Report](#) | GOCON v 1.29.0
 Powered By ComJagat Technologies Limited

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.**



Login as Shareholder

Individual | Company | Proxy

BO ID / Folio:

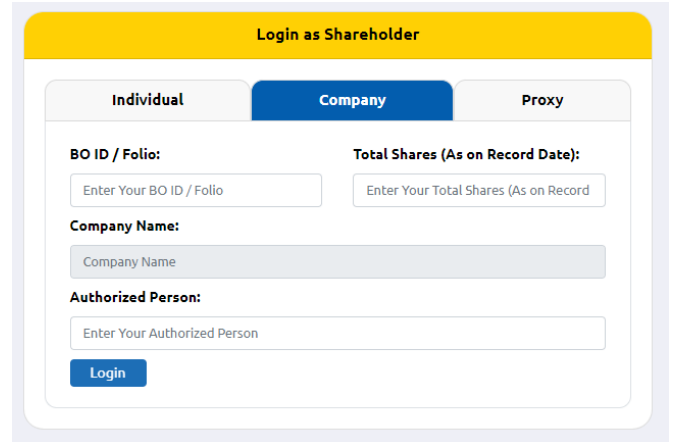
Shareholder's Name:

Total Shares (As on Record Date):

[Login](#)

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.
- Correct Information will allow a **Company shareholder to login.**



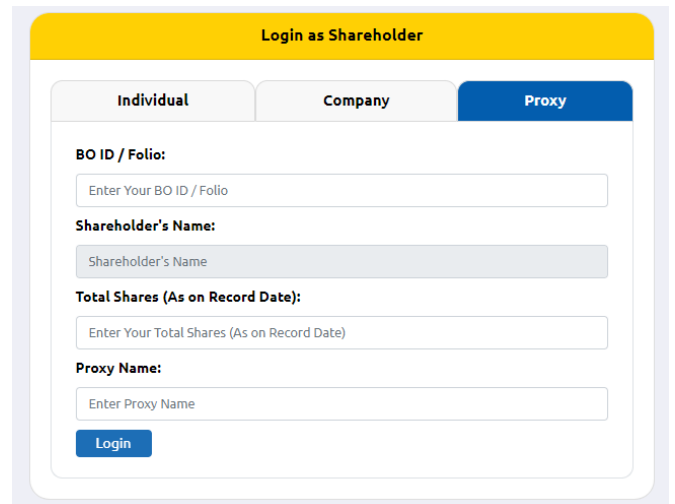
The screenshot shows the 'Login as Shareholder' interface with the 'Company' tab selected. The form includes the following fields:

- BO ID / Folio:** Enter Your BO ID / Folio
- Total Shares (As on Record Date):** Enter Your Total Shares (As on Record)
- Company Name:** Company Name
- Authorized Person:** Enter Your Authorized Person

A 'Login' button is located at the bottom of the form.

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.
- Proxy name will come automatically.
- Correct Information will allow a **Proxy shareholder to log in**

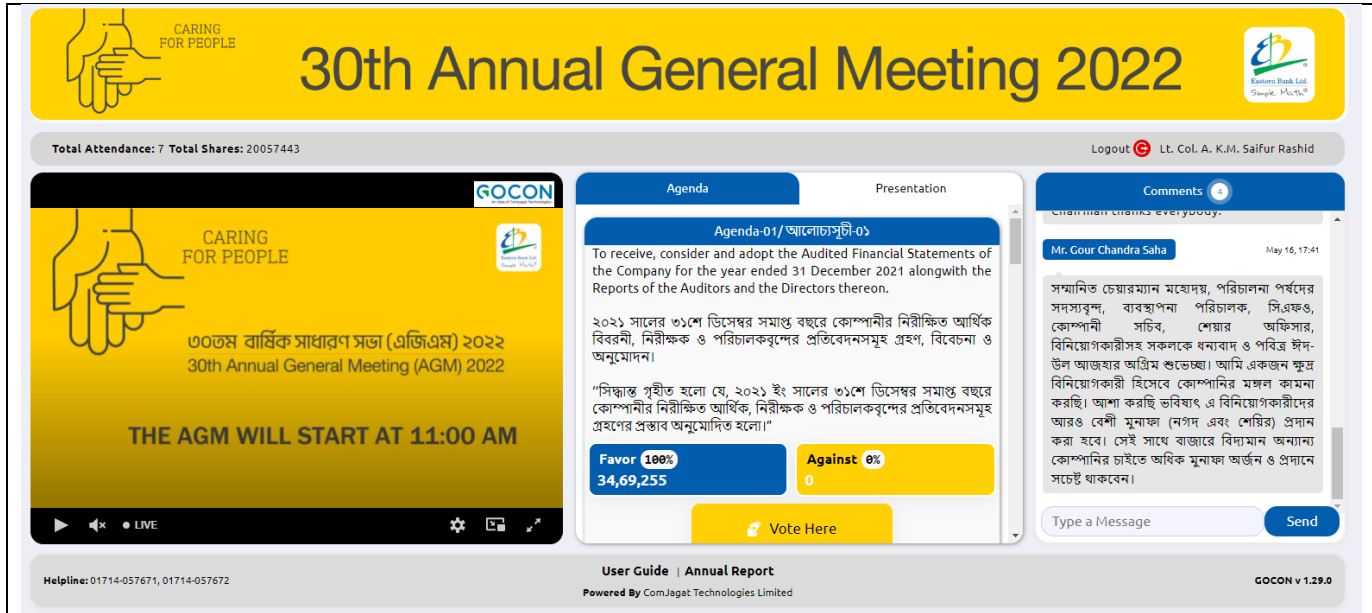


The screenshot shows the 'Login as Shareholder' interface with the 'Proxy' tab selected. The form includes the following fields:

- BO ID / Folio:** Enter Your BO ID / Folio
- Shareholder's Name:** Shareholder's Name
- Total Shares (As on Record Date):** Enter Your Total Shares (As on Record Date)
- Proxy Name:** Enter Proxy Name

A 'Login' button is located at the bottom of the form.

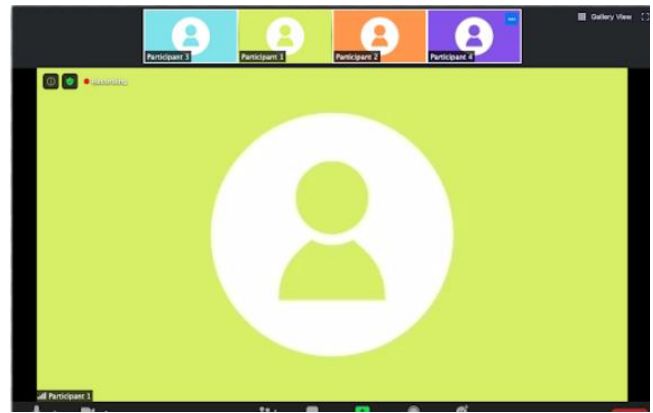
Shareholder Landing Page

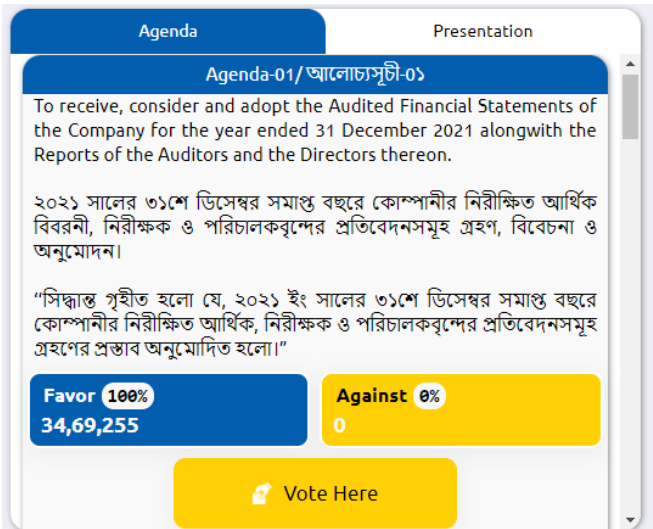
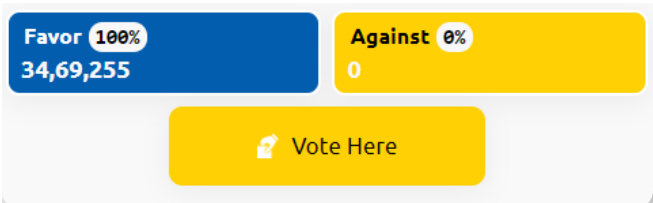
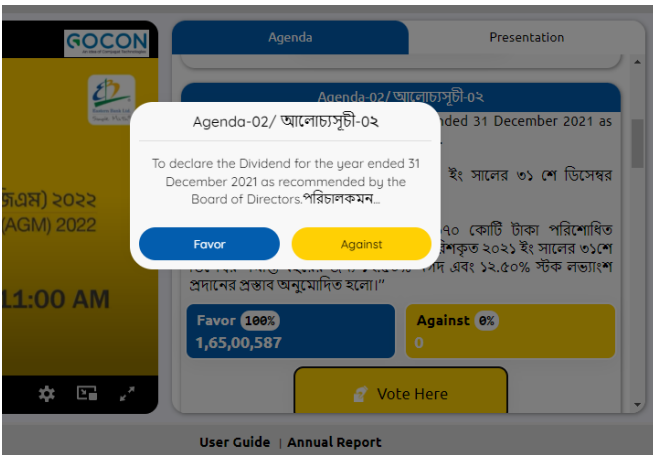


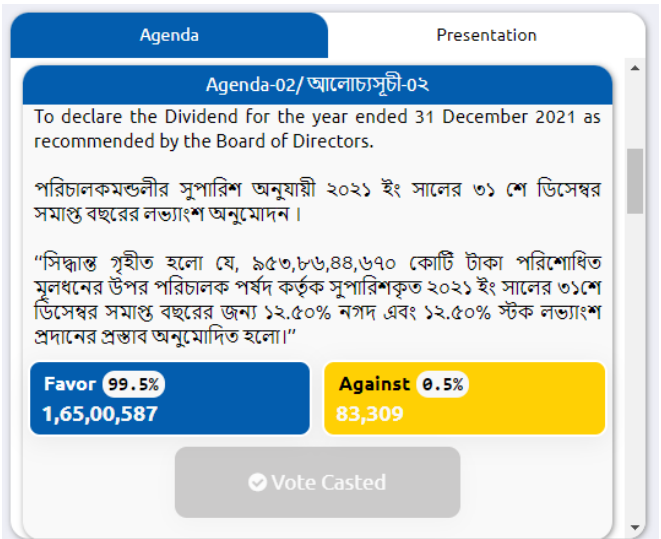
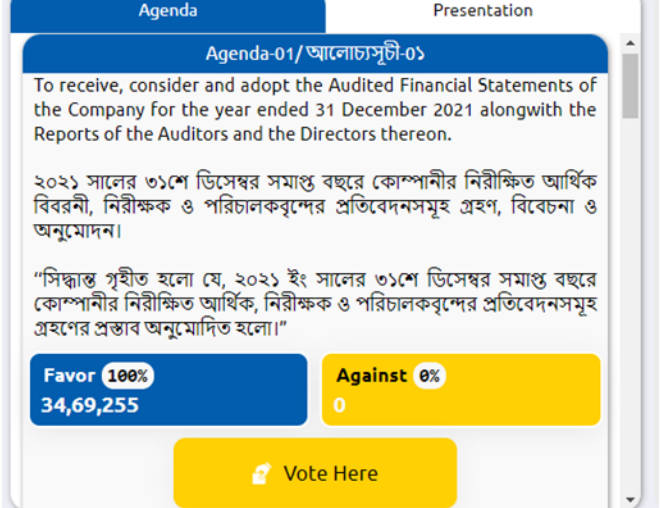
If Video get Paused or Video Loading Error due to Internet Failure or Bandwidth Dropout Please Refresh the Page.

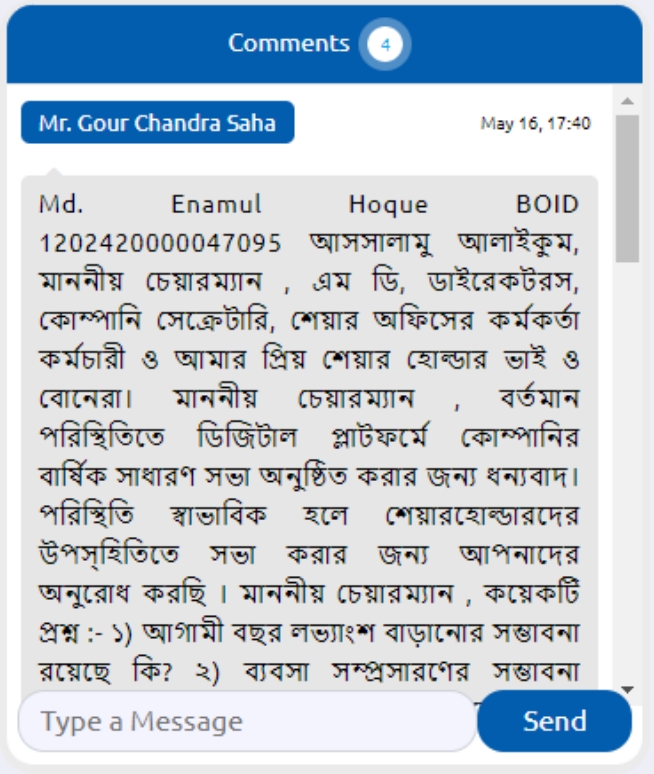

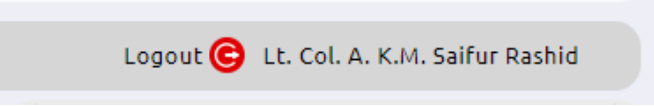
Video Conference of Board Member:

- In this window shareholder can see Live Video conference of Board member.



<p>Agenda:</p> <ul style="list-style-type: none"> Share holder can see all agenda of the current AGM at the middle window. 	
<p>Voting Feature:</p> <ul style="list-style-type: none"> 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. 	
<p>To Submit Vote:</p> <ul style="list-style-type: none"> Shareholder can give vote in Favor /against from the Pop-Up Window. 	

<h3>Vote Casted</h3> <ul style="list-style-type: none"> Vote Casted Message will ensure that your vote has been submitted 	
<h3>Live Voting Result:</h3> <ul style="list-style-type: none"> Total vote count and voting percentage will be shown under each Agenda. Voting result count as how may share is hold by shareholders. 	

<p>Comment:</p> <ul style="list-style-type: none"> Type your comments in Bangla / English in “Type a message” field. Click the send button / Press enter from keyboard You will get a confirmation message as “Message sent successfully”. 	
<p>Attendance</p> <ul style="list-style-type: none"> Shareholder can see total shareholder attendance. 	
<p>Logout</p> <ul style="list-style-type: none"> By clicking the log out button Member can logout from the interface. 	

Contact Details

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