

Quick User Guide

For AGM of Reliance Insurance Limited

on Virtual Platform

Shareholder Interface

The screenshot displays the 'Shareholder Interface' with three distinct login sections:

- Login as Shareholder:** Features three tabs: 'Individual' (selected), 'Company', and 'Proxy'. It includes three input fields: 'BO ID / Folio ID' (with placeholder 'Enter Your BO ID / Folio ID'), 'Shareholder's Name' (with placeholder 'Enter Your Shareholder's Name'), and 'Total Shares (as on record date):' (with placeholder 'Enter Your Total Shares (as on record date)'). A 'Login' button is positioned at the bottom.
- Login as Board Member / Company Secretary:** Includes a 'Member ID:' label and an input field with placeholder 'Enter Your Member ID', followed by a 'Login' button.
- Login as Other Member / Auditors:** Includes a 'Member ID:' label and an input field with placeholder 'Enter Your Member ID', followed by a 'Login' button.

Individual Login Interface

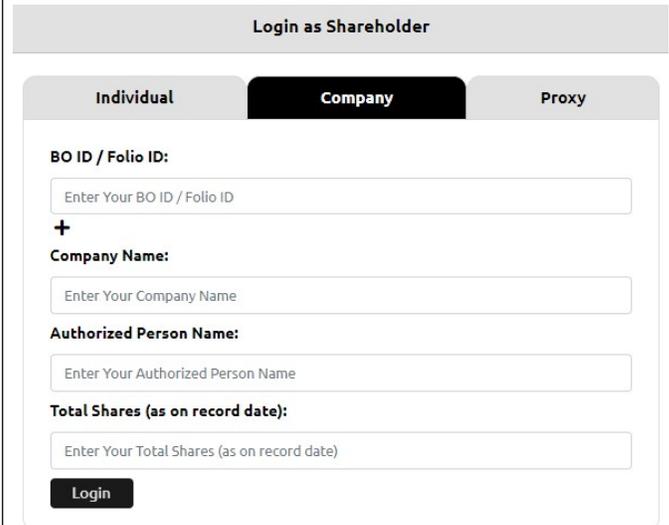
- Click “**Individual**” Tab.
- Enter your correct BO ID/Folio Number.
- Name of shareholder will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Correct Information will allow an **Individual shareholder to log in.**

This detailed view of the 'Individual Login Interface' shows the 'Login as Shareholder' header and the 'Individual' tab selected. The form contains the following elements:

- BO ID / Folio ID:** Input field with placeholder 'Enter Your BO ID / Folio ID'.
- Shareholder's Name:** Input field with placeholder 'Enter Your Shareholder's Name'.
- Total Shares (as on record date):** Input field with placeholder 'Enter Your Total Shares (as on record date)'.
- Login:** A black button at the bottom of the form.

Company Login Interface

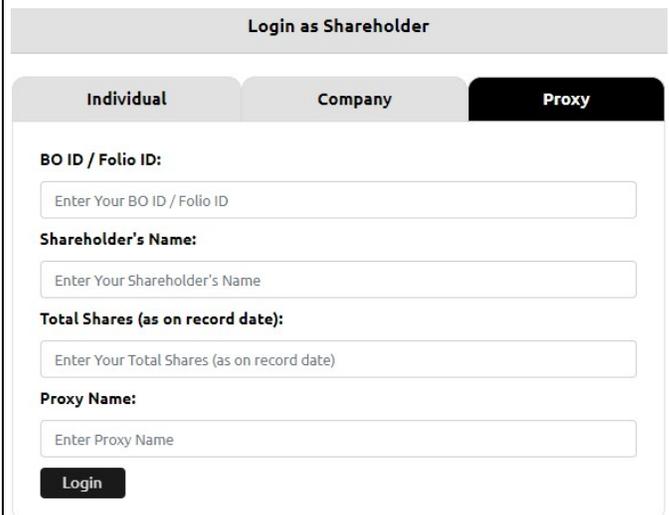
- Click “**Company**” Tab.
- Enter correct BO ID/ Folio Number of your Company.
- Name of Company will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- **Authorized person name** will be the person who will be assigned from the specific company. In attendance report that name will be counted.
- **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 login.**



The screenshot shows the 'Login as Shareholder' interface with the 'Company' tab selected. The form includes fields for 'BO ID / Folio ID' (with a '+' icon for multiple entries), 'Company Name', 'Authorized Person Name', and 'Total Shares (as on record date)'. A 'Login' button is at the bottom.

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.
- Enter proxy name.
- 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 fields for 'BO ID / Folio ID', 'Shareholder's Name', 'Total Shares (as on record date)', and 'Proxy Name'. A 'Login' button is at the bottom.

Shareholder Landing Page

Agenda

Agenda-01

To receive, consider and adopt the Audited Financial Statement for the year ended 31st December 2019 together with the reports of the Auditor and the Directors.

Favor 1,000 Against 0

Agenda 2

To declare dividend for the year 2019.

Vote Here

Click here to vote each time

Comments / মন্তব্য

BO/Folio: 1201470045236901 Feb 23, 17:43

Some Comment

BO/Folio: 1201470045236901 Feb 23, 19:52

comment from nusrat 1

Type a Message

Click here to start record and send কল করুন

Record

Activate Windows
Go to Settings to activate Windows
GoCon v 1.7.0

Helpline: Powered By ComJagat Technologies Limited

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

Voting Feature:

- Click “Vote here” button
- A person can give for an agenda once.
- After giving vote,” Vote Here” button will be disabled for that person.

Vote Here

Click here to vote each time

To Submit Vote:

- Shareholder can give vote in Favor /against from the Pop-Up Window.

Agenda Vote

Agenda-01

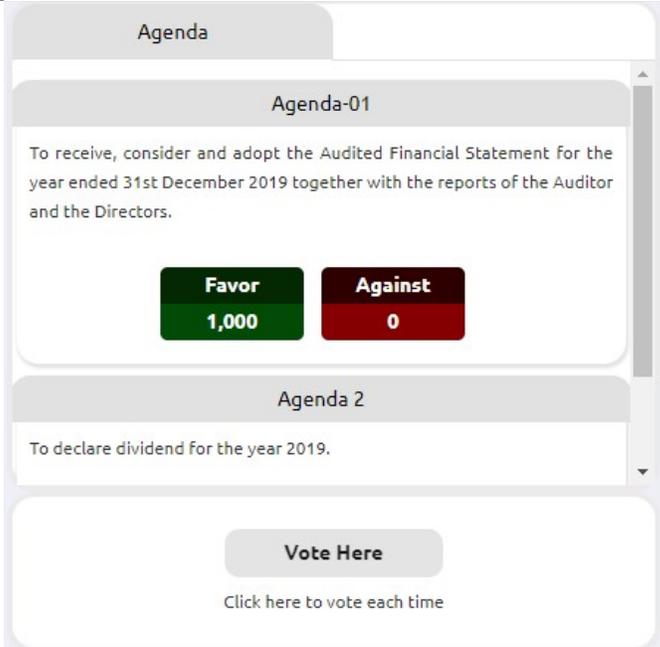
To receive, consider and adopt the Audited Financial Statement for the year ended 31st December 2019 together with the reports of the Auditor and the Directors.

Favor Against

Agenda 2

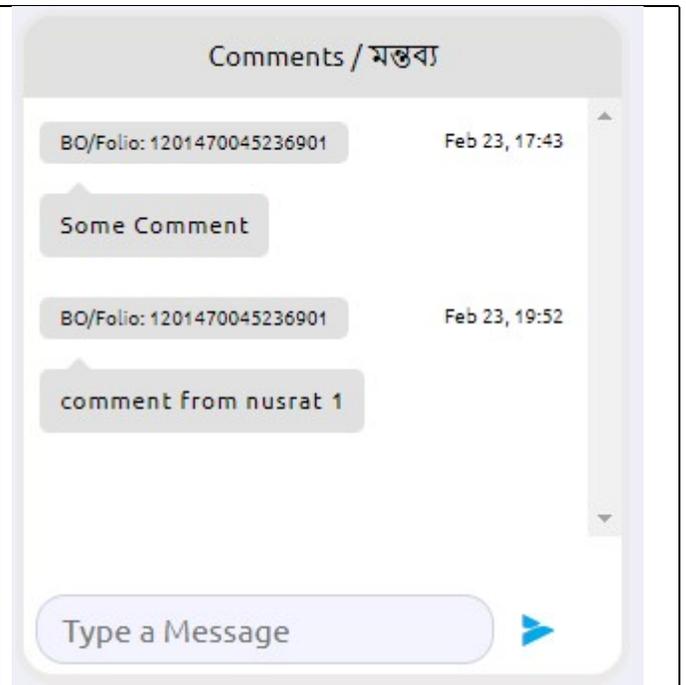
To declare dividend for the year 2019.

Vote Here

<p>Live Voting Result:</p> <ul style="list-style-type: none"> • Total vote count will be shown under each Agenda. • Voting result count as how many shares are held by shareholders. 	
<p>Agenda</p> <ul style="list-style-type: none"> • Share Holder can see all agenda of the current AGM. 	

Comment:

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



Audio:

- Click “Voice record” 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.

Click here to start record and send Question

Record

Attendance

- Shareholder can see total shareholder attendance and total shares.

Total Shareholders' Attendance: 2 Total Shares: 1100

Logout

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



Localization

- User can convert full interface from English to Bangla and Bangla to English using Localization feature.