Quick User Guide

For AGM of Reliance Insurance Limited
on Virtual Platform

Shareholder Interface

Login as Shareholder

| Individual | Company | Proxy |

BO ID / Folio ID:

Enter Your BO ID / Folio ID

Shareholder's Name:

Enter Your Shareholder's Name

Total Shares (as on record date):

Enter Your Total Shares (as on record date)

Login

Login as Board Member / Company Secretary

Member ID:

Enter Your Member ID

Login

Login as Other Member / Auditors

Member ID:

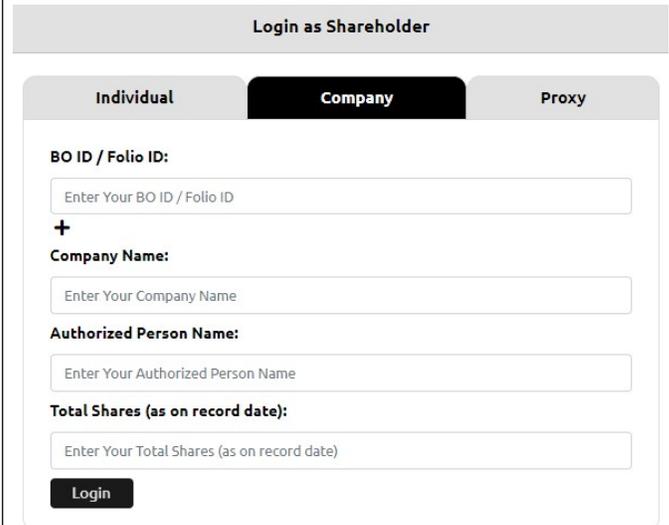Enter Your Member ID

Login

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 ID:

Enter Your BO ID / Folio ID

Shareholder's Name:

Enter Your Shareholder's Name

Total Shares (as on record date):

Enter Your Total Shares (as on record date)

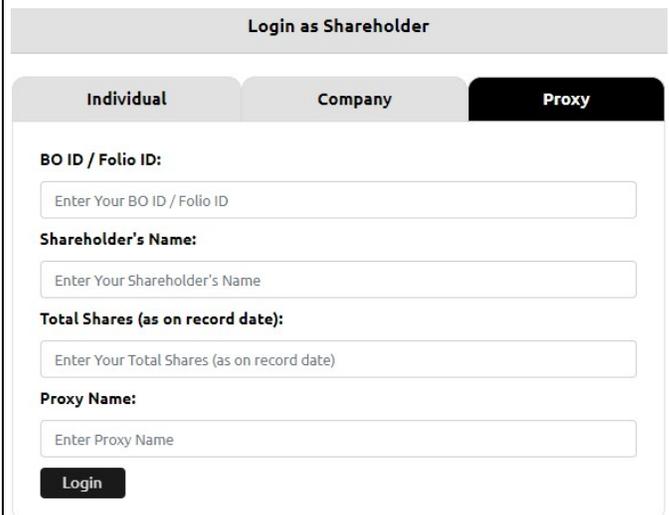Login

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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.**

Login as Shareholder

Individual | **Company** | **Proxy**

BO ID / Folio ID:

Enter Your BO ID / Folio ID

+

Company Name:

Enter Your Company Name

Authorized Person Name:

Enter Your Authorized Person Name

Total Shares (as on record date):

Enter Your Total Shares (as on record date)

Login

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**

Login as Shareholder

Individual | **Company** | **Proxy**

BO ID / Folio ID:

Enter Your BO ID / Folio ID

Shareholder's Name:

Enter Your Shareholder's Name

Total Shares (as on record date):

Enter Your Total Shares (as on record date)

Proxy Name:

Enter Proxy Name

Login

Shareholder Landing Page

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.

To Submit Vote:

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

Live Voting Result: - Total vote count will be shown under each Agenda. - Voting result count as how may share is hold by shareholders.	
Agenda - Share Holder can see all agenda of the current AGM.	
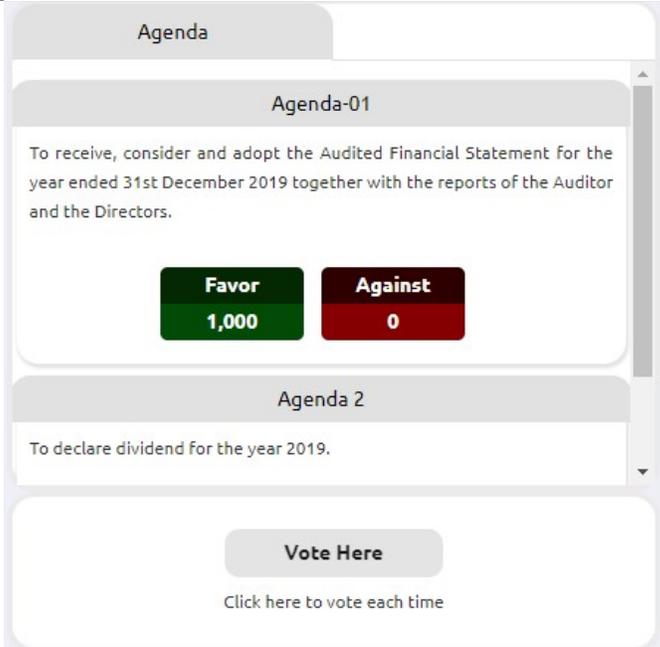
Comment: • Type your comments in Bangla / English in **"Type a message"** field. • Click the arrow sign which is in the comment bar. • You will get a confirmation message as **"comment sends successfully".**	Comments / মন্তব্য BO/Folio: 1201470045236901 Feb 23, 17:43 Some Comment BO/Folio: 1201470045236901 Feb 23, 19:52 comment from nusrat 1 Type a Message
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.	vumika ENG
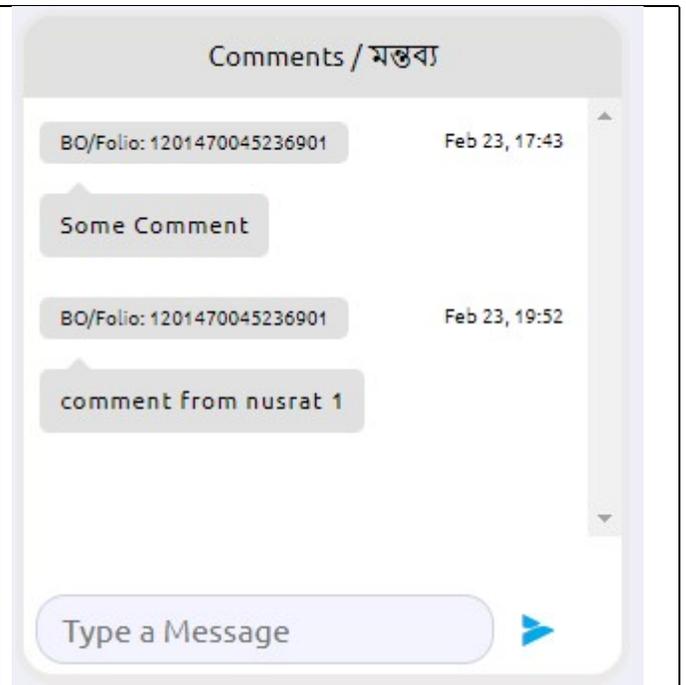
Localization • User can convert full interface from English to Bangla and Bangla to English using Localization feature.	