LINDE BANGLADESH LIMITED

Quick User Guide of AGM Platform

GUIDELINE FOR JOININIG ANNUAL GENERAL MEETING

We are cordially inviting you to join the 48th Annual General Meeting on 27 May 2021 at 11:00am of Linde Bangladesh Limited through Virtual Digital Platform.

Web Link: https://tinyurl.com/lindeagm2021

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Shareholder Interface

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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 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

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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 Name

Total Shares (as on Record Date):

Enter Your Total Shares (as on Record Date)

Proxy Name:

Enter Proxy Name

Login

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

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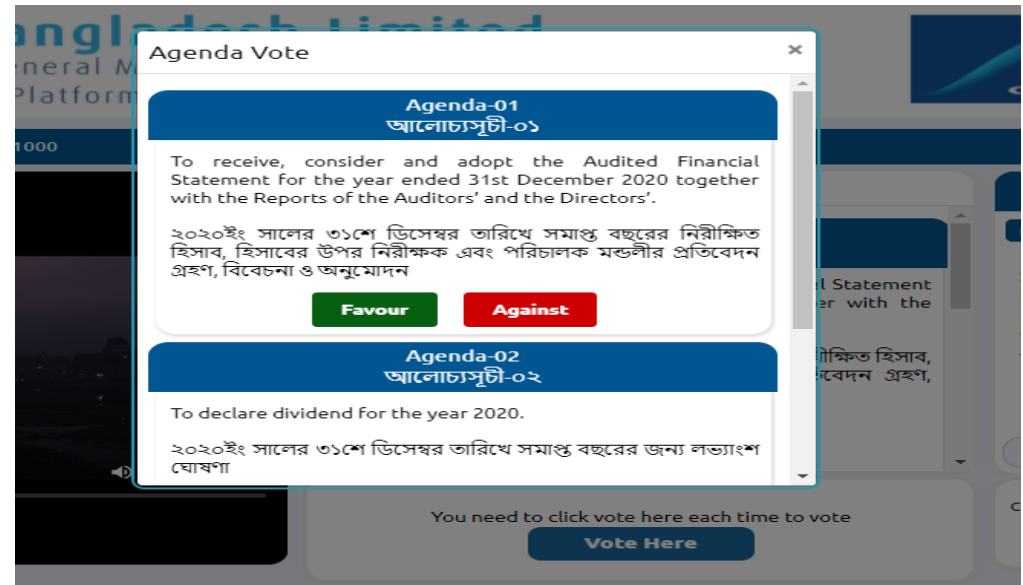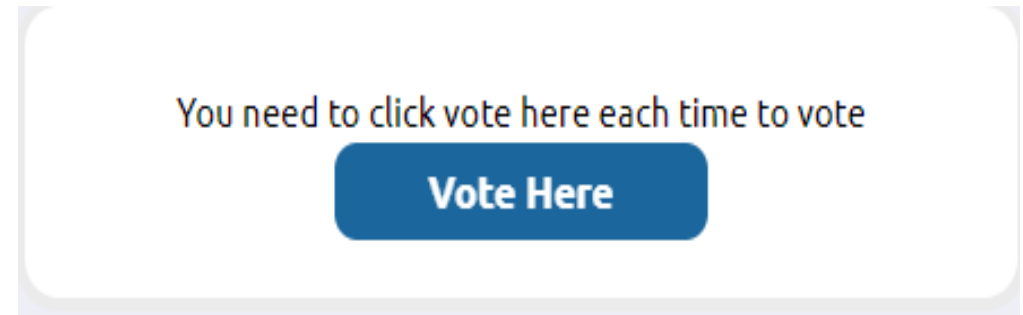## Quick User Guide of AGM Platform

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.

You need to click vote here each time to vote

Vote Here

To Submit Vote

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

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Live Voting Result

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

Agenda

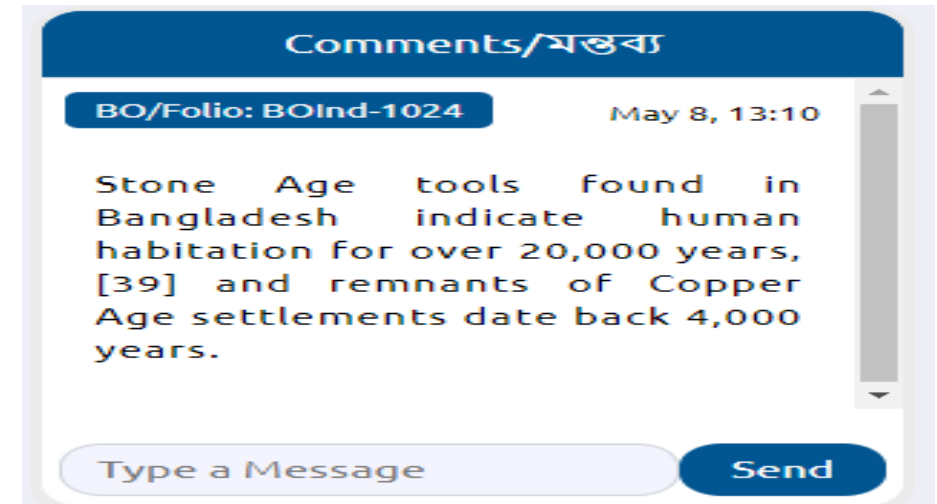- Shareholder can see all agenda of the current AGM.

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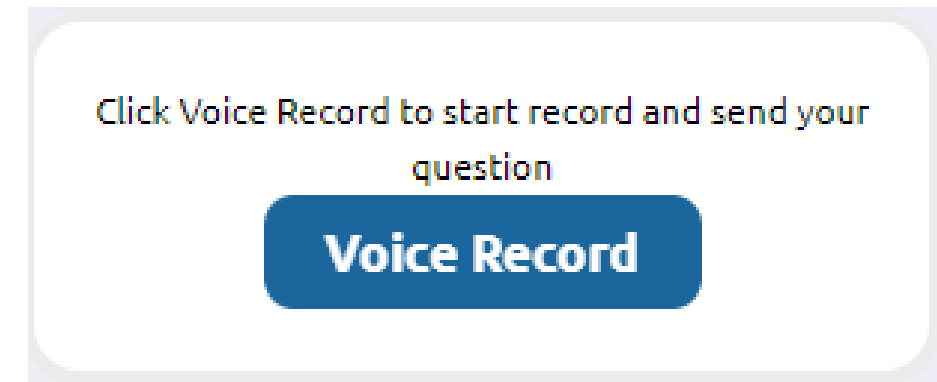Quick User Guide of AGM Platform

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.

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Attendance

- Shareholder can see total shareholder attendance and total shares.

Total Shareholders' Attendance: 1   Total Shares: 1000

Logout

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

Logout ⏻ Linde Bangladesh Individual