



REMOTE - REGISTERING AND ATTENDING ASSEMBLY GENERAL MEETING USER GUIDE - 2021

AGMpro

Virtual General Assembly Meeting
by  **Optimiza**



About this Guide...

This guide provides a detailed explanation about the registration mechanism to attend remotely the General Assembly meeting. In addition to clarifying how to log in to the system and ask questions before the meeting, it then explains how to attend the meeting and vote.

We would like to remind you that this service is only available for shareholders. In case you want to authorize someone to attend the meeting on your behalf, please download a copy of the authorization form or contact the company for the form and submit it.



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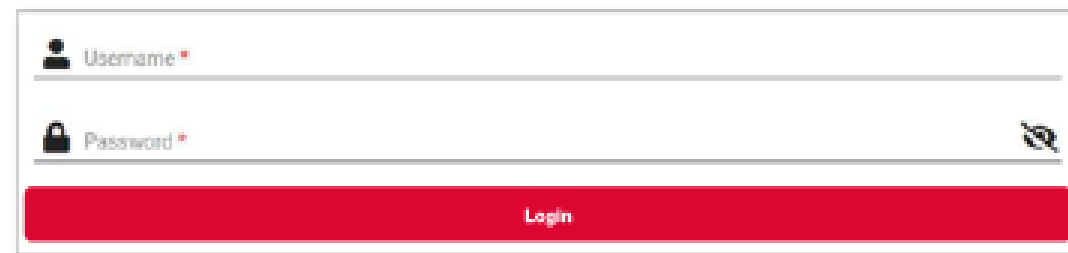
Registration to Attend the Assembly General Meeting

- Log using the following link to the meeting main website .
<https://agmpro.me/>
- Through this link you will be able to brows all Assembly General Meeting information including the invitation to attend the meeting, meeting agenda and other reports before starting the registration process.
- You can register as shareholder through the **Shareholders Registration** page. Registering the authorized-non shareholders is done through the **Signatory Registration** page. As for the company registration, it is done through the **Company's Registration** page.
- Click on **Submit** after completing the registration process in the required page. Your information will be sent to the shareholder department at the company for data verification.
- After that, the shareholders department will send to you an email including the link to attend the meeting and vote, your credentials and a signatory PIN code in case you represent another company or shareholder.

Preparations Before the Meeting

1. Log in to the voting system through the link, username and password that will be sent to you through email by the shareholders department.

Please use the **Google Chrome**, **Fire Fox** or **Microsoft Edge** to log in to the system.

A login form with two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon on the right. Below the fields is a red 'Login' button.

Username *

Password *

Login

2. Log in to the **Profile** page and verify your information.
3. Add your questions then click **Add**. Your questions will be answered in the meeting.
4. You will not be able to add any question if the announced date for adding your questions ends. Only shareholders with 10% and more shares will be able to ask during the meeting



Attending the Meeting and Vote- Shareholders

If you are a shareholder, proceed as follows:

1. At the meeting day, please log in to the voting system 15-30 minutes prior the meeting using the information that was sent to you by the shareholders department through email. After that enter to the **Meeting and Voting** screen to confirm attending the meeting.

Note that if you did not confirm attending the meeting, you will only be able to attend the meeting and not vote.

2. After confirming the attendance, you will enter automatically to the live meeting screen once it starts.
3. During the meeting, questions will be displayed for voting through the **Meeting and Voting** system within a specified period that will be announced during the meeting.
4. To vote on a question, specify the number of shares next to **Agree** and **Disagree** fields then click on the **Vote** button to vote .
5. Voting will be closed for each question and the results will appear immediately after the specified voting period ends.
6. After the meeting ends, all voting results will be displayed on the system.



Meeting and Voting

✓ Agree

✗ Disagree

Attending the Meeting and Vote- Speaker

If you are a speaker, proceed as follows:

1. At the meeting day, please log in to the voting system 15-30 minutes prior the meeting using the information that was sent to you by the shareholders department through email. After that enter to the **Meeting and Voting** screen to confirm attending the meeting.

Note that if you did not confirm attending the meeting, you will only be able to attend the meeting and not vote.

2. After confirming the attendance, you will enter automatically to the live meeting screen once it starts.
3. A link to Zoom / WebEx will also be sent to you, to join the speak during the meeting.
 - Specify the **first name**, **second name** and **email address**.
 - Click **Join In Now**.
4. During the meeting, questions will be displayed for voting through the **Meeting and Voting** system within a specified period that will be announced during the meeting.
5. To vote on a question, specify the number of shares next to **Agree** and **Disagree** fields then click on the **Vote** button to vote .
6. Voting will be closed for each question and the results will appear immediately after the specified voting period ends.
7. After the meeting ends, all voting results will be displayed on the system.





Thank You

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