

# Digital AGM User Guide

(Shareholder)

ইন্দো-বাংলা ফার্মাসিউটিক্যালস লিমিটেড



৭ম বার্ষিক সাধারণ সভা

তারিখ: বৃহস্পতিবার ২৩ ডিসেম্বর, ২০২১ খ্রি.

সময়: সকাল ১১:০০ ঘটিকা

স্থান: ডিজিটাল প্ল্যাটফর্ম

CONDUCTED BY:

**United Corporate Advisory Services Limited**



## Digital AGM User Guide (Shareholder):

1. Open any web browser (Google Chrome, Microsoft Edge, Internet Explorer and Mozilla Firefox) and please write (<http://ibp2021.digitalagmbd.net>) URL in the URL/Browser box;

## Sign In As a Shareholder:

1. Click Shareholder Tab;
2. Please Enter your BO ID/Folio in the BO ID/Folio Textbox;
3. Enter your Holding share quantity in the Share Quantity Textbox as on 'Record Date';
4. Click Sign In Button for Login;

UCAS DigiAGM

User Guide

2 Clean Your Hands  
Use handsanitizer before and after shopping

Sign In

1 Shareholder Proxy / Representative Company / Scrutinizer

BO ID/Folio \* BOID Or Folio 2

Name

Share Quantity \* 3

Sign In 3

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## Sign In As Proxy:

1. Click Proxy Tab;
2. Enter Original Shareholder's BO ID/Folio in the BO ID/Folio Textbox;
3. Enter Proxy Shareholder's User ID Textbox;
4. Please click Sign in Button to Login;



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Sign In

Shareholder **Proxy / Representative 1** Company / Scrutinizer

BO ID/Folio \*  **2**

Name

Share Quantity

Proxy User Id  **3**

**4**

ইন্দো-বাংলা ফার্মাসিউটিক্যালস লিমিটেড



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## Sign In As Company/Scrutinizer (DSE, CSE):

1. Click Company/Scrutinizer (DSE, CSE, ACS or FCS) Tab;
2. Enter Company/Scrutinizer User ID in the User ID Text box;
3. Please Enter your Password;
4. Please click Sign in Button to Login;



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**4** Keep Safe Distance  
Keep 2 metre of safe distance

**Sign In**

Shareholder Proxy / Representative **1** Company / Scrutinizer

User ID \* User ID **2**

Password \* Password **3**

**4** Sign In

**ইন্দো-বাংলা ফার্মাসিউটিক্যালস লিমিটেড**

**৭ম বার্ষিক সাধারণ সভা**

তারিখ: বৃহস্পতিবার ২৩ ডিসেম্বর, ২০২১ খ্রি.

সময়: সকাল ১১:০০ ঘটিকা

স্থান: ডিজিটাল প্ল্যাটফর্ম

Good health, good life

## View the Live Streaming, Annual Report:

1. Click Annual Report Link to view company's annual report;

The screenshot displays the user interface for the Ibp Annual Report Live Streaming. At the top, there is a 'User Guide' link. The main header features the Ibp logo and the text 'ইন্দো-বাংলা ফার্মাসিউটিক্যালস লিমিটেড' (Indo-Bangla Pharmaceuticals Limited) and '৭ম বার্ষিক সাধারণ সভা' (7th Annual General Meeting). The date and time are listed as 'বৃহস্পতিবার ২৩ ডিসেম্বর, ২০২১ খ্রি.' (Thursday, 23 December, 2021) and 'সময়: ১১:০০' (Time: 11:00).

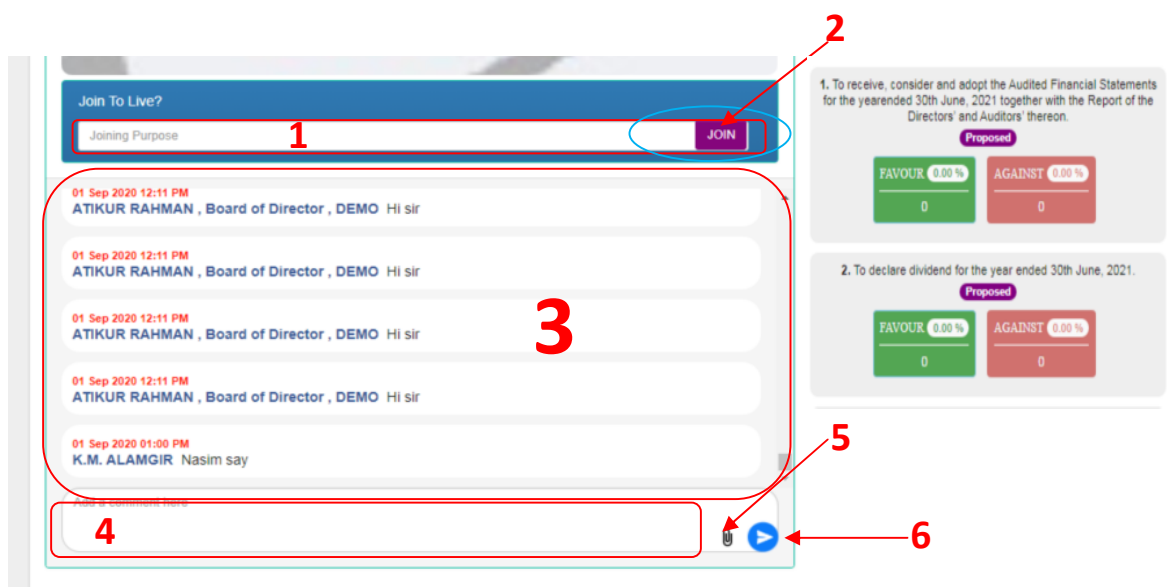
Below the header, there are three buttons: 'Attended Shareholders' with a counter of 0, 'Total Shares' with a counter of 0, and 'Annual Report' with a red '1' next to it, which is circled in red. The 'Annual Report' button is the focus of the instruction.

The main content area is divided into two sections. The left section, titled 'Live AGM', shows a video player with the same header information and a 'Join To Live?' button with a 'JOIN' link. Below the video player are three buttons for 'Hour', 'Minute', and 'Second' with corresponding icons. The right section, titled 'AGM Agendas', lists three items:

1. To receive, consider and adopt the Audited Financial Statements for the yearended 30th June, 2021 together with the Report of the Directors' and Auditors' thereon. This item has a 'Proposed' status and two buttons: 'FAVOUR 0.00%' and 'AGAINST 0.00%', both with a counter of 0.
2. To declare dividend for the year ended 30th June, 2021. This item also has a 'Proposed' status and two buttons: 'FAVOUR 0.00%' and 'AGAINST 0.00%', both with a counter of 0.
3. To elect Directors in terms of the relevant provisions of Articles of

## Joining Request & Comments:

1. If you want to join live AGM video for speech or any other reason write joining purpose in the Joining Purpose textbox;
2. Click Join Button for request to join live. You are in waiting list for joining live. You will get a **Video Call** from company when they want you to join;
3. You can see all comments/file in the comment list;
4. Write your opinion/comment/question in the Comment box;
5. Click attachment and select file for attaching any document/image/recording or any other file;
6. Click send button for sending comment;



## Voting System:

1. If you want to favor the proposed agenda click Favor/Yes button;
2. If you want to vote against the proposed agenda click Against/No button;

The screenshot displays the voting system interface for Ibp (Indo-Bangla Pharmaceuticals Limited). At the top, there is a 'User Guide' link. The main header features the Ibp logo and the text 'ইন্দো-বাংলা ফার্মাসিউটিক্যালস লিমিটেড' (Indo-Bangla Pharmaceuticals Limited) along with the agenda details: '৭ম বার্ষিক সাধারণ সভা' (7th Annual General Meeting), 'বৃহস্পতিবার ২৩ ডিসেম্বর, ২০২১ খ্রি.' (Friday, 23 December, 2021), and 'সময়: ১১:০০' (Time: 11:00). Below the header, there are buttons for 'Attended Shareholders', 'Total Shares', and 'Annual Report'. The main content area is divided into two sections: 'Live AGM' and 'AGM Agenda'. The 'Live AGM' section shows a video player with the same agenda details and a timer for 'Hour', 'Minute', and 'Second'. The 'AGM Agenda' section lists three items for voting, each with a 'Proposed' label and 'FAVOUR' and 'AGAINST' buttons. The first item is circled in red, and the number '1' is written next to the 'FAVOUR' button, and the number '2' is written next to the 'AGAINST' button. The second and third items also have 'FAVOUR' and 'AGAINST' buttons. At the bottom of the 'Live AGM' section, there is a comment box with the text 'Add a comment here' and a submit button.