

User Guide for Shareholders on Digital Annual General Meeting

The 36th Annual General Meeting (AGM) on Tuesday, 24 June 2025 at 10:00 a.m.

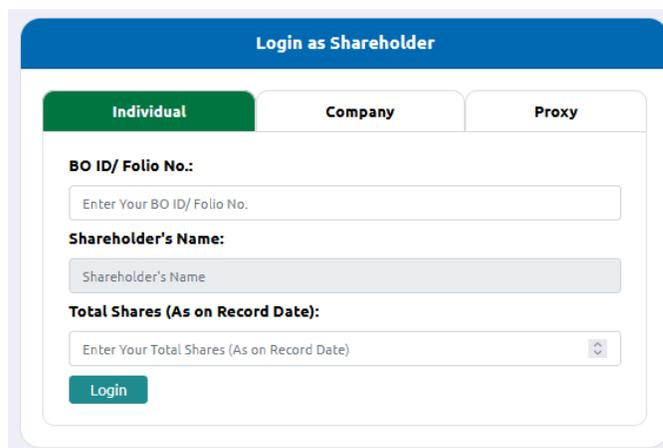
A. Login Process

The AGM portal will be live **24 hours** before the meeting. To login to the AGM portal please ensure that you use a network that is (i) easy to access and (ii) not restricted. Then enter the link: <https://agmbd.live/unitedfinance2025> . If your link is disrupted during the AGM then please refresh your browser.

Three login options will be provided:

1. Individual Login

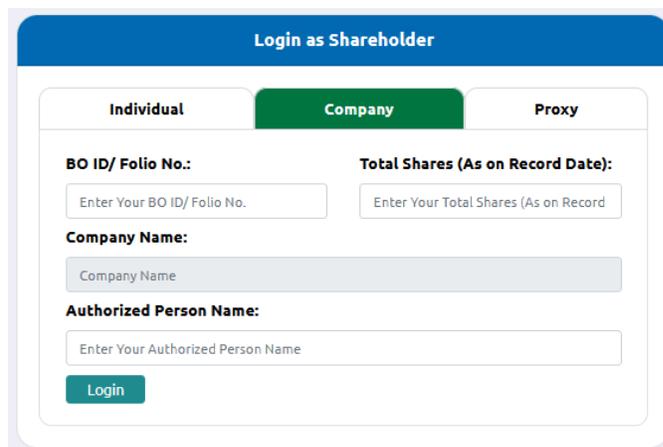
- ⇒ Please click on “**Individual**” tab
- ⇒ Enter **BO ID/Folio Number**
- ⇒ Shareholder’s name will appear automatically
- ⇒ Enter **total shares** held on record date



The screenshot shows the 'Login as Shareholder' interface. At the top, there are three tabs: 'Individual' (selected), 'Company', and 'Proxy'. Below the tabs, there are three input fields: 'BO ID/ Folio No.' with a placeholder 'Enter Your BO ID/ Folio No.', 'Shareholder's Name' with a placeholder 'Shareholder's Name', and 'Total Shares (As on Record Date)' with a placeholder 'Enter Your Total Shares (As on Record Date)' and a dropdown arrow. A green 'Login' button is at the bottom.

2. Company Login

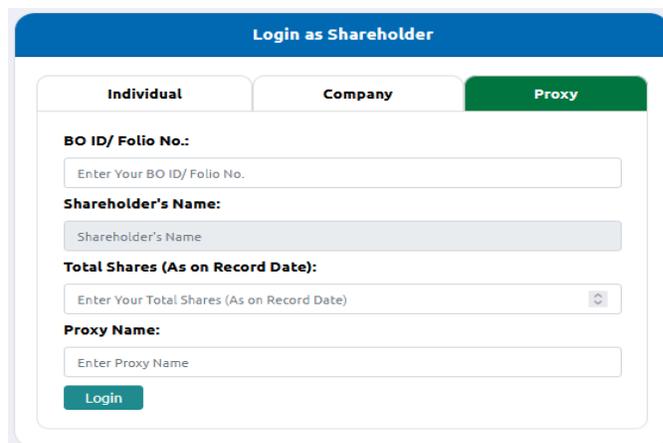
- ⇒ Please click on “**Company**” tab
- ⇒ Enter **BO ID/Folio Number**
- ⇒ Enter **total shares** held on record date
- ⇒ Company name will appear automatically
- ⇒ Enter the name of the authorized person



The screenshot shows the 'Login as Shareholder' interface with the 'Company' tab selected. There are three tabs: 'Individual', 'Company' (selected), and 'Proxy'. Below the tabs, there are four input fields: 'BO ID/ Folio No.' with a placeholder 'Enter Your BO ID/ Folio No.', 'Total Shares (As on Record Date):' with a placeholder 'Enter Your Total Shares (As on Record)', 'Company Name' with a placeholder 'Company Name', and 'Authorized Person Name' with a placeholder 'Enter Your Authorized Person Name'. A green 'Login' button is at the bottom.

3. Proxy Login

- ⇒ Please click on “**Proxy**” tab
- ⇒ Enter **BO ID/Folio Number**
- ⇒ Shareholder’s name will appear automatically
- ⇒ Enter **total shares** held on record date
- ⇒ Proxy name will appear automatically



The screenshot shows the 'Login as Shareholder' interface with the 'Proxy' tab selected. There are three tabs: 'Individual', 'Company', and 'Proxy' (selected). Below the tabs, there are four input fields: 'BO ID/ Folio No.' with a placeholder 'Enter Your BO ID/ Folio No.', 'Shareholder's Name' with a placeholder 'Shareholder's Name', 'Total Shares (As on Record Date):' with a placeholder 'Enter Your Total Shares (As on Record Date)' and a dropdown arrow, and 'Proxy Name' with a placeholder 'Enter Proxy Name'. A green 'Login' button is at the bottom.

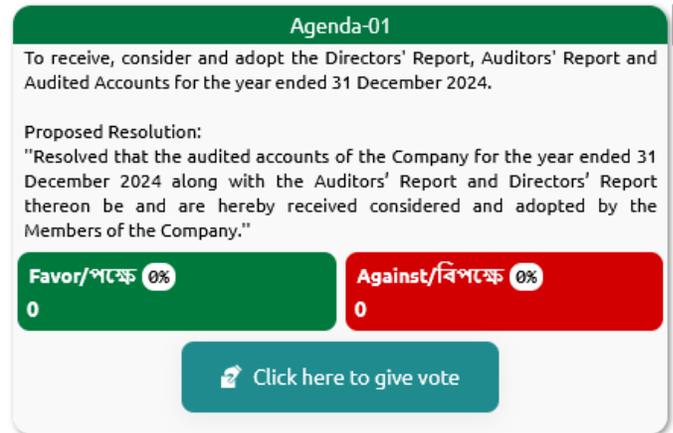
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B. Voting Process

The e-voting system will be opened **24 (twenty-four) hours before** the start of the AGM. The shareholders will be able to view the agenda of the AGM in the middle section and submit the vote for each agenda. The following voting process shall have to be followed for all the agenda present:

1. Voting Feature

⇒ Please click on **“Click here to give vote”** button



Agenda-01

To receive, consider and adopt the Directors' Report, Auditors' Report and Audited Accounts for the year ended 31 December 2024.

Proposed Resolution:
"Resolved that the audited accounts of the Company for the year ended 31 December 2024 along with the Auditors' Report and Directors' Report thereon be and are hereby received considered and adopted by the Members of the Company."

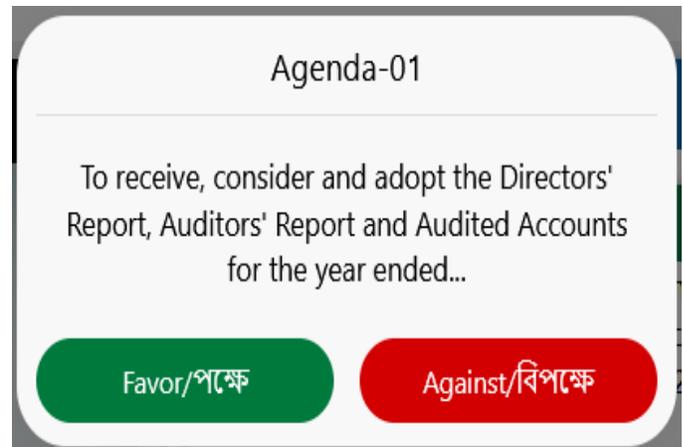
Favor/পক্ষে 0%
0

Against/বিপক্ষে 0%
0

[Click here to give vote](#)

2. Voting Confirmation

⇒ Shareholder can vote in **Favor/Against** from the Pop-Up Window
⇒ Successful vote submitted message will ensure that the vote has been casted



Agenda-01

To receive, consider and adopt the Directors' Report, Auditors' Report and Audited Accounts for the year ended...

Favor/পক্ষে

Against/বিপক্ষে

C. Comment Process

The shareholders are encouraged to provide their valuable questions/comments through the comment section on the right of the window using the process given below. The questions/comments section will be opened **24 hours before** the start of the AGM.

1. Comment Feature

⇒ Type comments in Bangla / English in **“Type a message”** field
⇒ Click the **Send** button
⇒ A confirmation message as **“Message sent successfully”** will be shown.



Comments/মন্তব্য

Type a Message

Send