Digital AGM User Guide

(Shareholder)

Venue: Digital Platform

25th Annual General Meeting

Date: 07 August 2021, Saturday, 11:00 AM
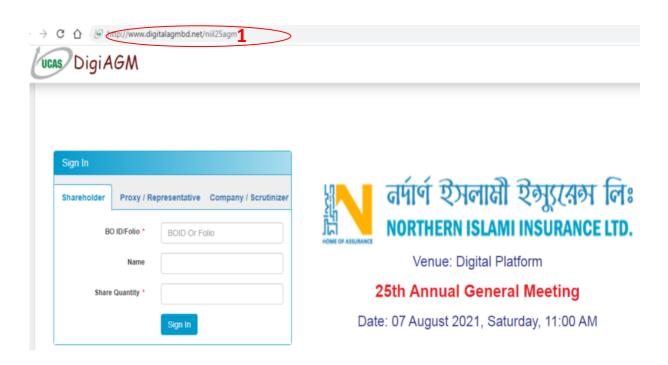
CONDUCTED BY:

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 (www.digitalagmbd.net/niil25agm) 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;

Sign In As Proxy:

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

Sign In As Company/Scrutinizer (DSE, CES):

1. Click Company/Scrutinizer (DSE, CES, 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;

View the Live Streaming, Annual Report:

1. Click Play Button to view the Live Streaming of AGM;

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

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;