প্যারামাউন্ট ইন্স্যুরেন্স কোম্পানী লিমিটেড

PARAMOUNT INSURANCE COMPANY LIMITED

Paramount Insurance Company Limited

25th Annual General Meeting

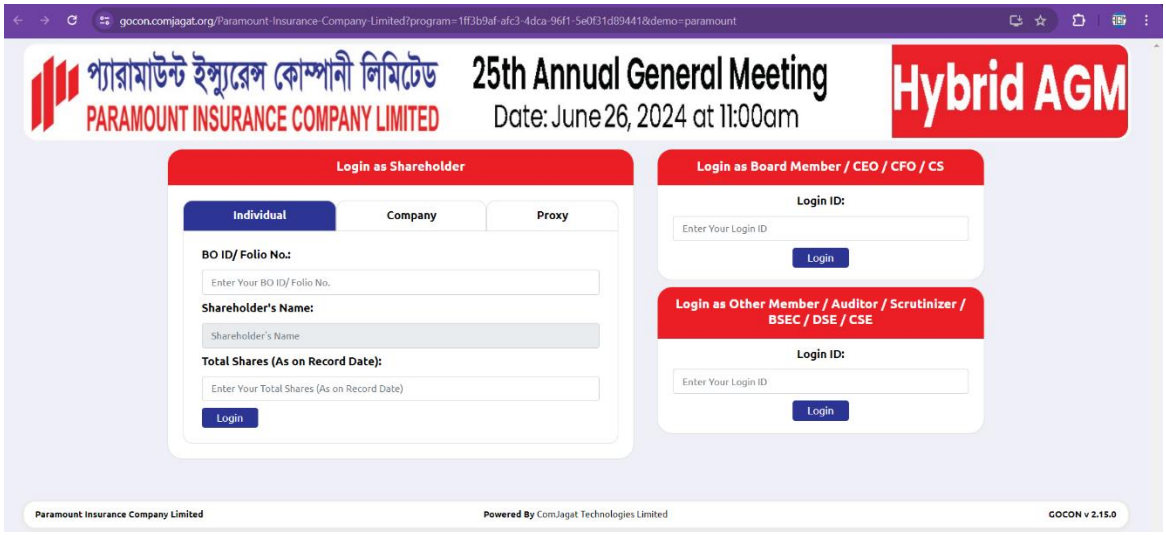
QUICK USER GUIDE OF
HYBRIDE AGM PLATFORM
FOR
SHAREHOLDER (Individual/Company/Proxy)

Prepared by

COMJAGAT TECHNOLOGIES

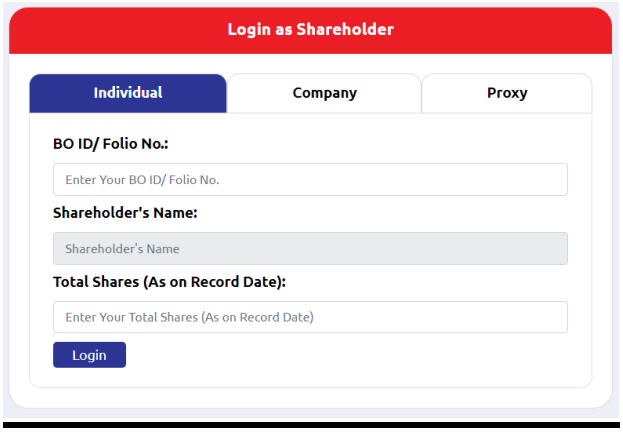
AGM Link: https://agmbd.live/paramount2024

AGM portal login Interface



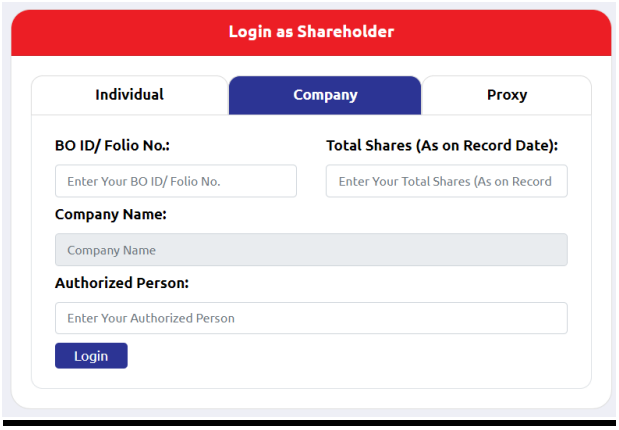
Individual Login Interface

- Click **"Individual"** Tab.
- Enter your correct BO ID/Folio Number.
- Shareholder's Name will show 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.**



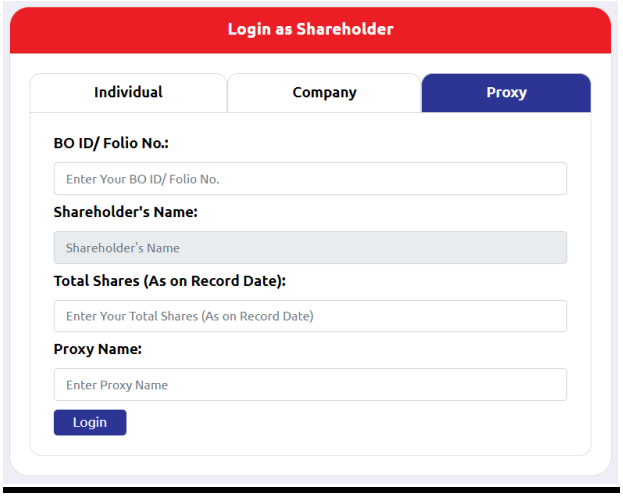
Company Login Interface (Single)

- Click **“Company”** Tab.
- Enter correct BO ID/ Folio Number of your Company.
- The Company Name will show 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.
- Correct Information will allow a **Company shareholder to login.**



Proxy Login Interface (Single)

- Click **“Proxy”** Tab.
- Enter your correct BO ID/Folio Number.
- Shareholder’s Name will show automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- **Proxy name** will come automatically.
- Correct Information will allow a **Proxy shareholder to log in**

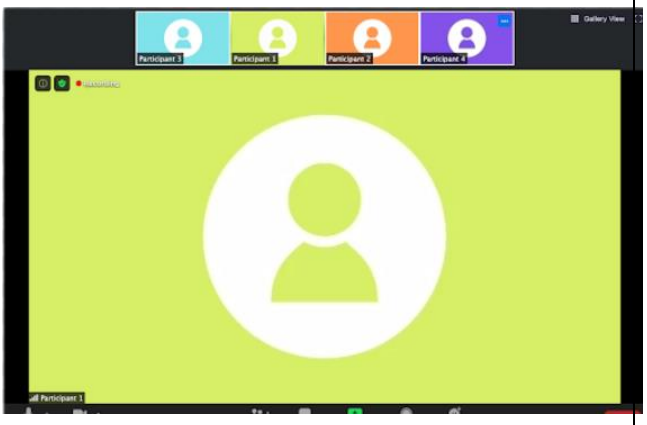


Shareholder Landing Page

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

Video Conference of Board Member:

- In this window shareholder can see Live Video Conference of Board members.

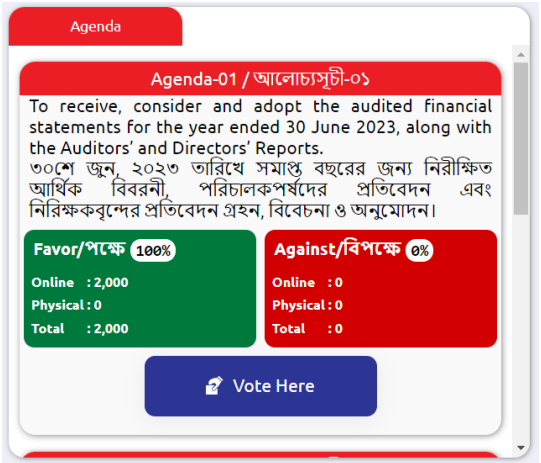


Agenda:

- Shareholder can see all agenda of the current AGM from the middle window.

Voting Feature:

- To submit vote, click **"Vote here"** button
- A person can give vote once for one agenda.
- After giving vote**, "Vote Here"** button will be disabled for that person.

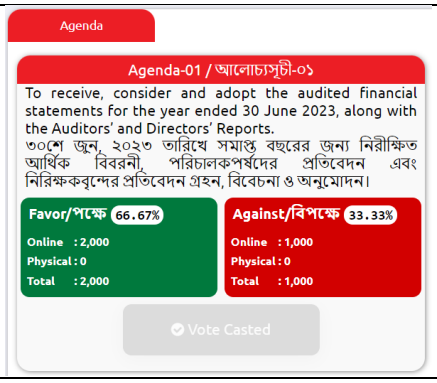


To Submit Vote:

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

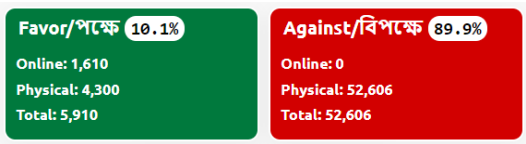
Vote Submitted

- Vote Submitted Message will ensure that your vote has been Casted



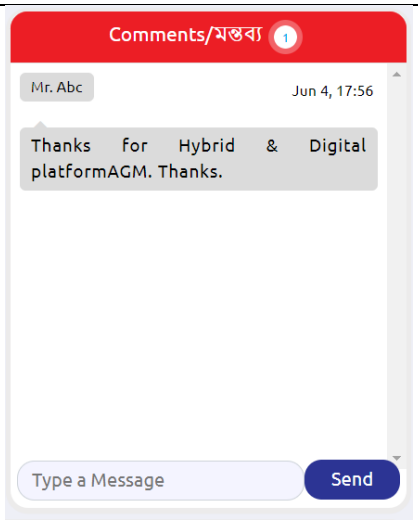
Live Voting Result:

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



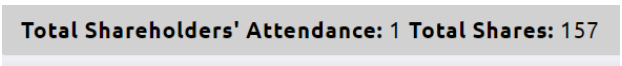
Comment:

- Type your comments in Bangla / English in **"Type a message"** field.
- Click the send button / Press enter from keyboard
- You will get a confirmation message as **"Message sent successfully".**



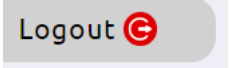
Attendance

- Shareholder can see total shareholder attendance and total shares.



Logout

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



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