

Issued on: 08th April 2020

ANNUAL GENERAL MEETING 2019

– VIRTUAL MEETING PROCESS

INTRODUCTION

As a standard process the AGM's have been physically held all these years, thus, we have revisited the processes accordingly in order to make it as similar as possible as in a physical setup. The **Zoom Cloud Meetings** will be the platform for conducting the AGM virtually.

VIRTUAL REGISTRATION PROCESS

1. AGM 2019 will be conducted via Zoom Cloud Meetings application.
2. Along with the Notice of Meeting, a QR code and a link will be published in our website for the shareholders to pre-register for the AGM.
3. Once the shareholder register using the link provided, ATM will be notified via email.
4. ATM will verify all the pre-registrations received with the shareholders registry and accept the registrations for AGM. Once the registration is accepted, shareholders will receive an email confirmation with the link to access to the virtual meeting room.
5. Proxy holders shall submit duly completed proxy forms to ATM three days prior to AGM. On receipt of Proxy forms, ATM shall send an email confirmation of the acceptance of the Proxy form.
6. Any shareholder whose pre-registration is not received by ATM from the link shared along with the notice of meeting will not be entertained at the AGM. Pre-registration for the meeting will be closed two days prior to AGM.

VIRTUAL ANNUAL GENERAL MEETING PROCESS:

1. Shareholders will be required to access the link sent by ATM on the day of AGM, 30 minutes prior to meeting time.
2. When a shareholder accesses the link, he/she will be in a virtual waiting room.
3. Access to virtual meeting room will be closed 10 minutes prior to commencement of meeting.
4. ATM will allow the shareholders in the virtual waiting room to the AGM meeting room immediately before the commencement of the Meeting.
5. ATM will use the “raise hand” feature in the application to allow shareholders participation in the AGM. Shareholders are encouraged to use this feature for questions and comments.
6. In a situation where shareholders' voting is required, the “raise hand” function will be applicable. This will be moderated by the Chair of the meeting.