

بنك الاردن  
Bank of Jordan

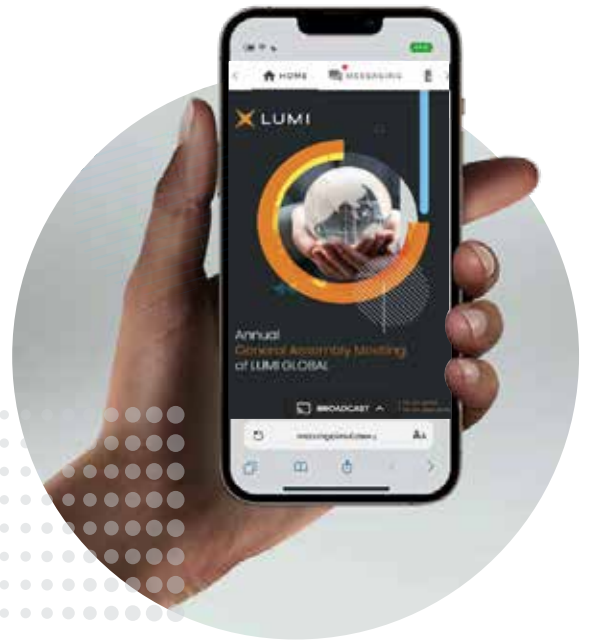


# Virtual AGM User Guide





# Attending the AGM Electronically



Virtual Annual General Assembly Meeting gives you the opportunity to attend the AGM remotely, participate and vote in real-time, using your smartphone, tablet or computer. You will need to Visit <https://bit.ly/GA2023INFON> using the latest versions of Google Chrome, Firefox, and Safari



**To login as a Shareholder or Proxy you must have your Username and password. Your Username and Password shall be sent to your mobile number/email provided in the registration form.**



# Using the AGM Virtual facility

## 1.ACCESS

Once you have entered <https://bit.ly/GA2023INFON> into your web browser, you'll be prompted to choose one of the two options:

- To register as a Shareholder or Proxy (Corporate Representative), Select "I have a login", You will then be required to enter your Username and Password.
- If you are a Non-shareholder/Non-Proxyholder, select "I am a guest"
- As a guest, you will be prompted to complete all the relevant fields including; title, first name, last name and email address. (If guests are allowed to attend)

Please note, **Guests will not be able to ask questions or vote at the meeting.**





# Using the AGM Virtual facility

## 2.NAVIGATION

- When successfully authenticated, the Home screen will be displayed. 🏠
- You can check the number of shares that you represent by clicking on the three dots at the top left of the screen. ☰
- You can view company information, ask questions and watch the webcast.
- If you would like to watch and Listen to the Live webcast press the broadcast icon at the bottom of the screen. 📺 BROADCAST ^
- If viewing on a computer the webcast will appear at the right side automatically.





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## 3.LIVE-VOTING


- If you choose to attend the online meeting you will be able to view a live webcast of the meeting, ask the board questions and submit your votes in real time.
- When a poll is open, the agenda item will be displayed (pushed) to your screen along with the voting options.
- To vote, simply select your voting direction from the options shown on screen. When selected, your choice will be highlighted, and your vote is captured in real time. A confirmation message will appear to show your vote has been received. **VOTE RECEIVED**
- To change your vote, simply select another option. If you wish to cancel your vote, please press Cancel.
- At the close of a poll, the result will appear on the screen.
- You will still be able to send messages and view the webcast whilst the poll is open





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## 4. QUESTIONS

- Shareholders owning 10% or more have the right to ask questions and participate in discussions via the app's chat feature during meetings.
- If you are among the shareholders who own 10% of the shares represented at the meeting and would like to ask a question, please click on the messaging icon.
- Messages can be submitted at any time during the Q&A session up until the Chairman closes the session.
- Type your message within the chat box. 
- Once you are happy with your message click the send button.
- Questions will be moderated before being sent to the chairman to avoid repetition and remove any inappropriate language





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## 5.Documents

- You can view the meeting Documents by clicking on the Documents Icon. 📄
- When you click on the documents icon, all the documents related to the General Assembly Meeting will open in your browser.
- You can also download these documents that may consume part of your internet package.

