

Digital AGM User Guide

(Share Holder)



ইস্টার্ন ইন্স্যুরেন্স কোঃ লিঃ
EASTERN INSURANCE CO. LTD.
(The Symbol of Comprehensive Security)



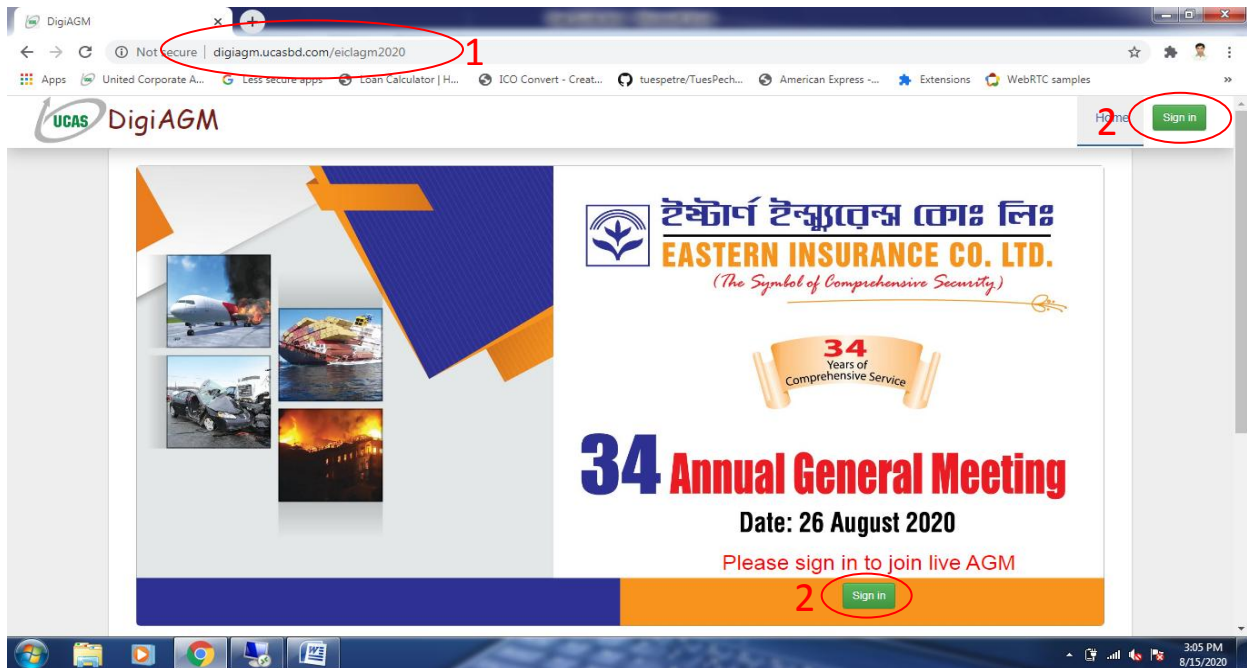
34 Annual General Meeting
Date: 26 August 2020

CONDUCTED BY:

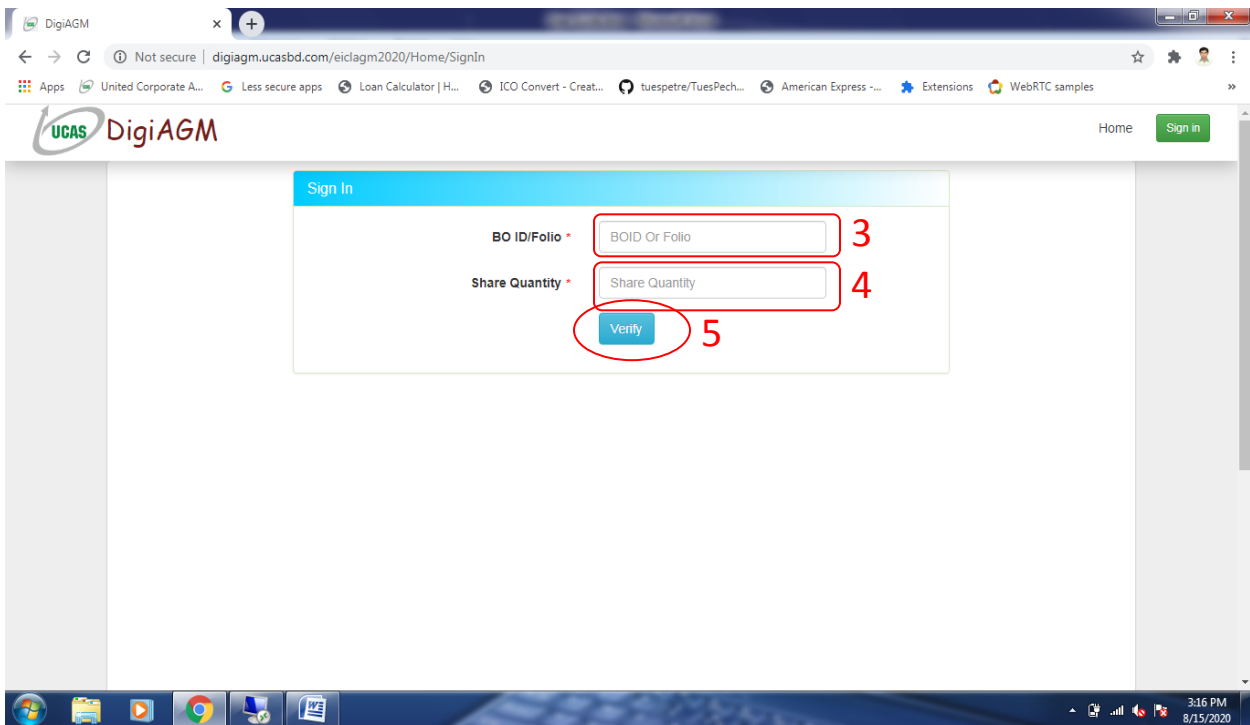


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1. Open any web browser(Google Chrome, Microsoft Edge, Internet Explorer, Mozilla Firefox) and write (<http://digiagm.ucasbd.com/eiclagm2020>) URL in the URL/Browser box.
2. Click Sign in To log in the website.



3. Enter your BOID/Folio in the BO/Folio Textbox.
4. Enter your share quantity in the Share Quantity Textbox.
5. Click Verify button for check validity.



6. Confirm your current contact no in Contact Number Textbox.
7. Click Sign in button.

The screenshot shows a web browser window with the URL `digiagm.ucasbd.com/eiclagm2020/Home/SignIn`. The page features the UCAS DigiAGM logo and a 'Sign In' button in the top right corner. The main content area is titled 'Sign In' and contains the following fields and buttons:

- BO ID/Folio ***: A text input field with the placeholder text 'BOLD Or Folio'.
- Share Quantity ***: A text input field with the placeholder text 'Share Quantity'.
- Verify**: A blue button.
- Contact Number ***: A text input field with the placeholder text 'Contact No'.
- Sign in**: A blue button.

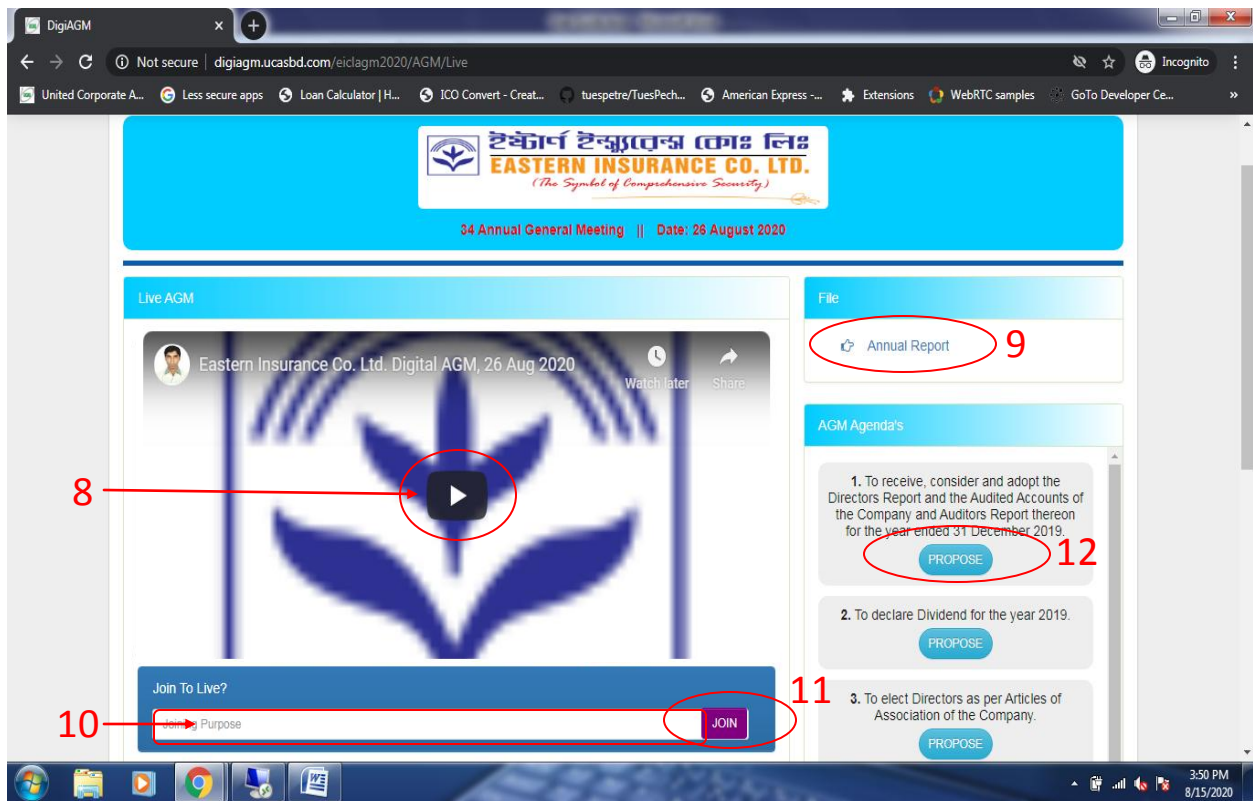
Below the 'Verify' button, there is a message: 'Please Confirm your contact number. You can change this number only for this live agm. You Should Give Such A Mobile Number Which You Are Using Right Now !!!'.

Annotations on the image include:

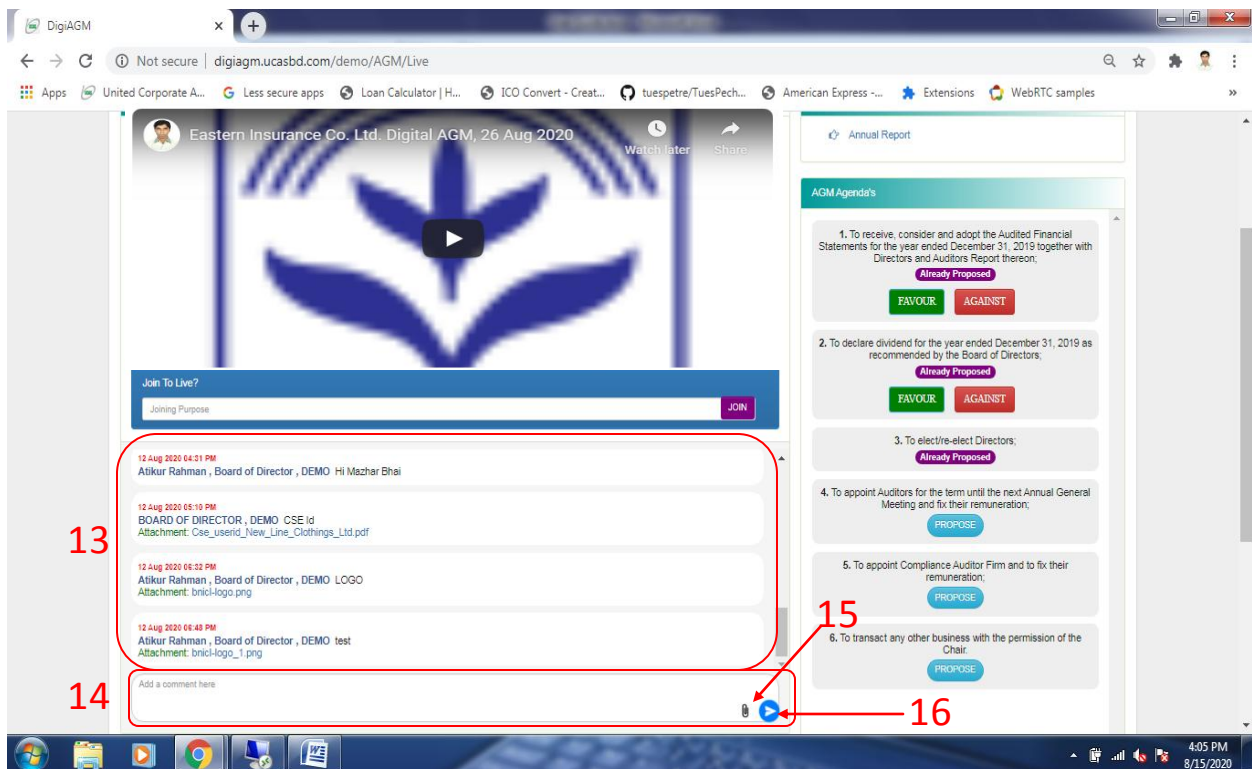
- A red box around the 'Contact No' input field, labeled with a red '6'.
- A red circle around the 'Sign in' button, labeled with a red '7'.

The browser's address bar shows 'Not secure' and the page title is 'DigiAGM'. The taskbar at the bottom shows various application icons and the system clock indicating 3:28 PM on 8/15/2020.

8. Click play button to view the Live AGM.
9. Click Annual Report Link to view company's annual report.
10. If you want to join live AGM video for speech or any other reason write joining purpose in the Joining Purpose textbox.
11. Click Join button for request to join live. You are in waiting list for joining live. You will get a Call from company when they want you to join.
12. Click Propose button to propose agenda.



13. You can see all comments/file in the comment list.
14. Write your opinion/comment/question in the Comment box.
15. Click attachment and select file for attaching any document/ image/recording or any other file.
16. Click send button for sending comment



17. If you want to favour the proposed agenda click Favour/Yes button.
18. If you want to vote against the proposed agenda click Against/No button.

