



# 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://web.lumiagm.com> using the latest versions of Google Chrome, Firefox, and Safari

## Using the AGM Virtual facility

### 1 ACCESS

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

1- 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.

2 - 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.

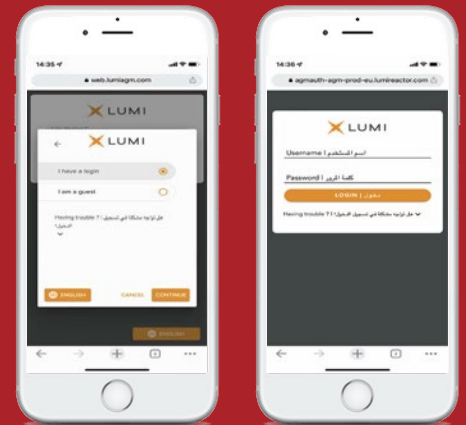
### 2 NAVIGATION

- ▶ 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 of your screen automatically.



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.




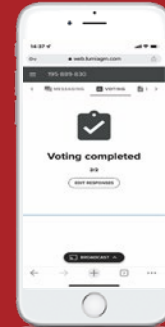


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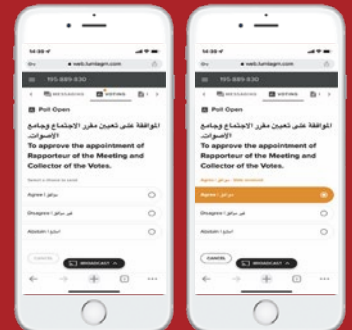
## 3 PRE - VOTING

- ▶ If you don't want to attend the Live meeting you can use the **Pre-Voting**.
- ▶ The platform allows you to cast your votes electronically and to send questions to the board in advance of General Assembly Meeting.
- ▶ Within the Home screen, click on the **Pre-Voting icon** .
- ▶ The poll for all agenda items/Resolutions being put to the meeting will be displayed to your screen.
- ▶ You can scroll up and down the list and touch the direction you wish to vote.
- ▶ Cast your votes based on your preferences (Agree, Disagree, Abstain).
- ▶ To confirm and submit your votes, please press the **"Submit"** button, a **"Vote Received"** message will then appear to confirm receipt of their vote.
- ▶ Pre-Votes are instantly received in the dashboard platform as soon as a vote is cast.
- ▶ You can change your mind as many times as you wish whilst the Pre-Voting period is open.
- ▶ Pre-Voting icon will disappear once the meeting starts.
- ▶ The results of the pre-voting will be merged and added to the results of live voting on the day of the General Assembly Meeting.
- ▶ You can also split your votes among more than one choice by activating the **Split Voting** button. *(If this feature is activated)*



## 4 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




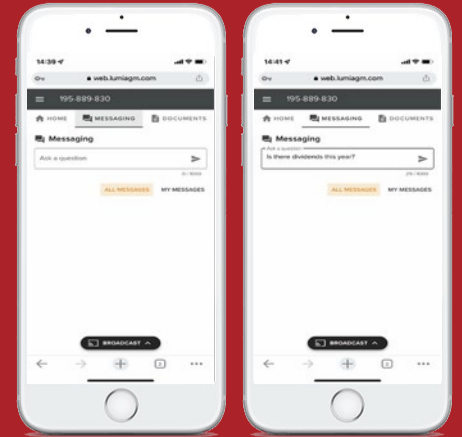


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## 5 QUESTIONS

- ▶ If you would like to ask a question, select 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



## 6 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.

