



LUMI

Guides

# Hybrid **AGM** User Guide



# Attending the **HYBRID AGM** Electronically

Hybrid General Assembly gives you the opportunity to attend the GAM remotely or in person, 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

- ! 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://web.lumiagm.com> into your web browser, you'll be prompted to choose one of the two options:

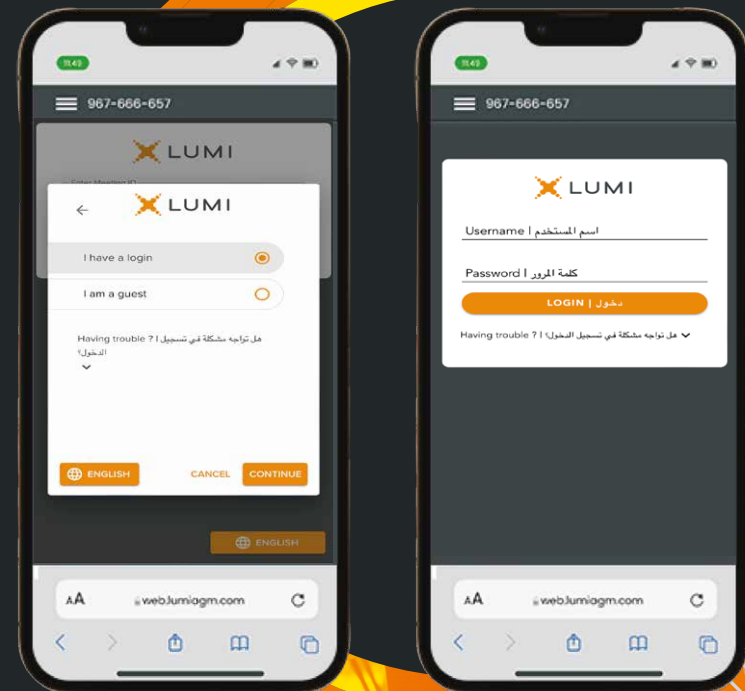
- To register as a Shareholder or Proxy (Corporate Representative), Select "I have a login", You will then be required to enter your Username and Password.

- 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)

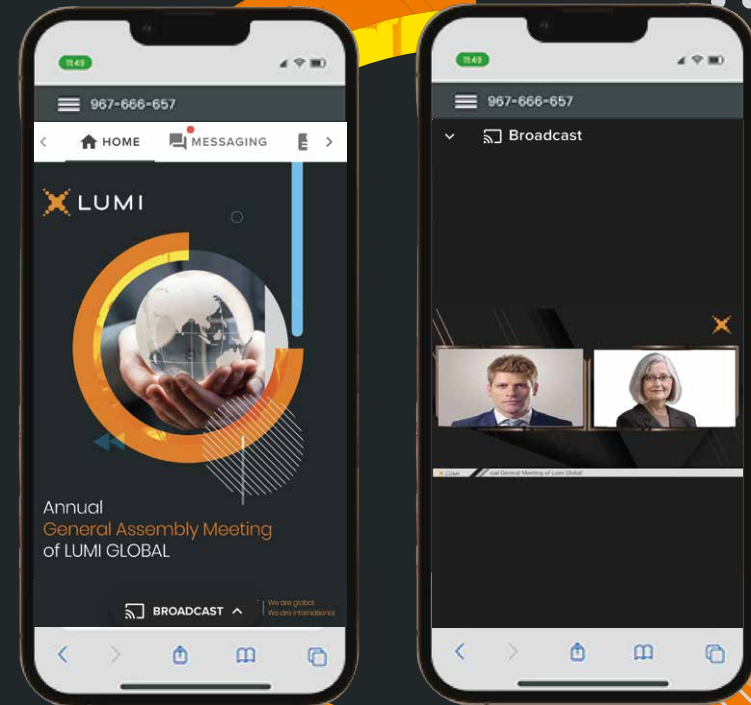
- Please note, **Guests** will not be able to ask questions or vote at the meeting.



# Using the **AGM** Virtual facility


## 2 NAVIGATION

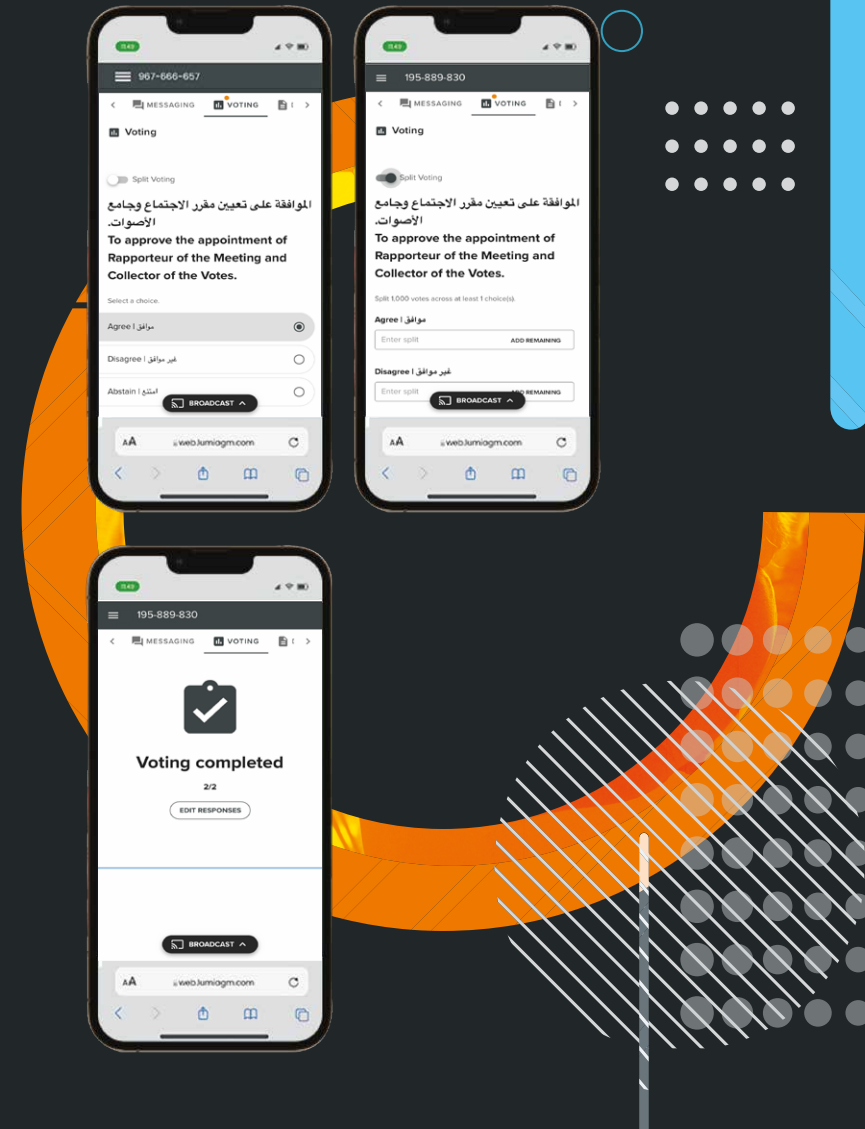
- When successfully authenticated, the Home screen 🏠 will be displayed.
- You can check the number of shares that you represent by clicking on the three dots at the top left of the screen. ☰
- You can view company information, ask questions and watch the webcast.
- If you would like to watch and Listen 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.



# Using the **AGM** Virtual facility

## 3 PRE – VOTING

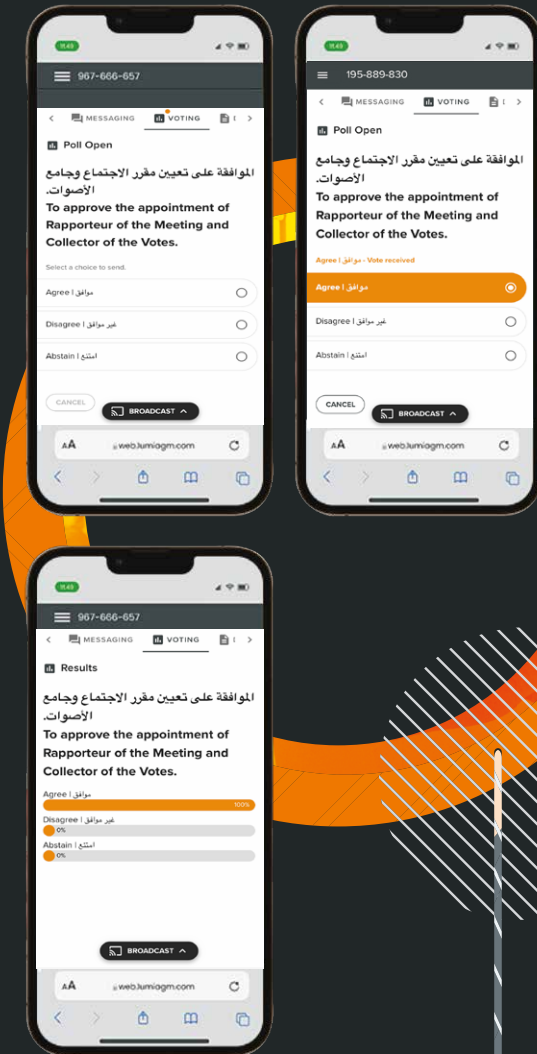
- If you don't want to attend the Live meeting you can use the **Pre-Voting**.
- The platform allows you to cast your votes electronically and to send questions to the board in advance of General Assembly Meeting.
- Within the Home screen, click on the **Pre-Voting** icon 
- The poll for all agenda items/Resolutions 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)



# Using the AGM Virtual facility

## 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



# Using the **AGM** Virtual facility

## 5 QUESTIONS

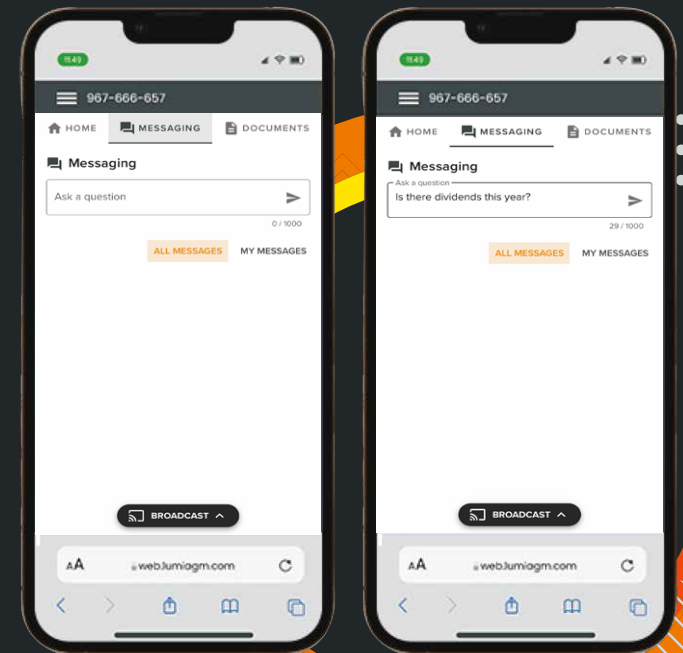
If you would like to ask a question, select the messaging icon. 

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.

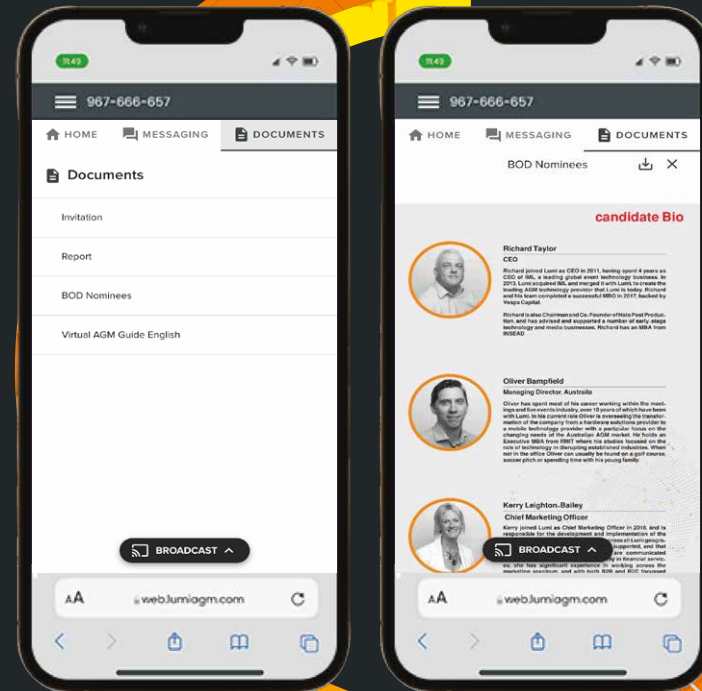
Questions will be moderated before being sent to the chairman to avoid repetition and remove any inappropriate language



# Using the AGM Virtual facility

## 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.





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