

Reckitt Benckiser (Bangladesh) PLC's AGM Operational Manual

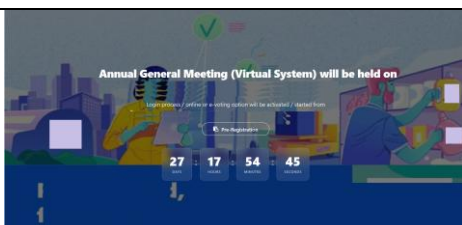
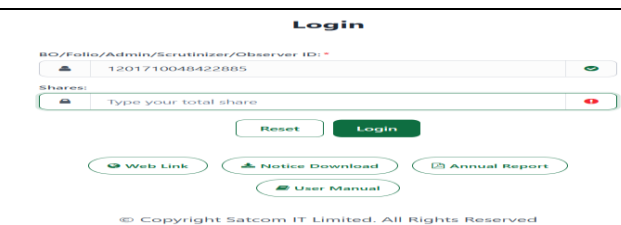
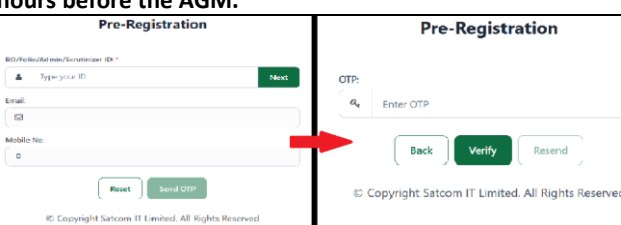
Virtual AGM & e-voting system with this simple step for Shareholder:

Supported Browser: Latest version of

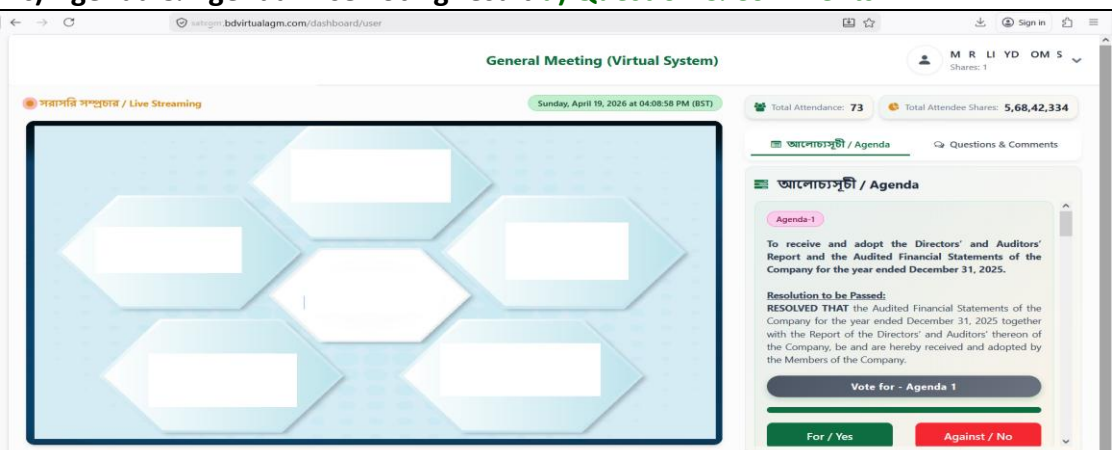
Google Chrome , Microsoft Edge , Opera , Safari , Mozilla Firefox 

Supported Device: Laptop, Desktop, Tab, Mobile (android/ iPhone)

	Log in to the link-
	https://reckitt.bdvirtualagm.com

	Log on Interface	
	Before Activation 	After Activation 
	Pre Registration As per directive No. BSEC/CMRRCD/2009-193/08 dated 10 March 2021, Shareholders who would like to join the meeting and casting the votes may pre-register themselves by putting their BO/Folio ID and their registered e-mail address/mobile number 24 hours before the AGM.	
	Pre Registration: a) Click Pre Registration button then b) Type 16 digit BO number* c) Click Send OTP button then d) Type OTP Number e) Click Verify button	

	Login screen: a) Type 16 digit BO number or Folio number* b) Click Next button then c) Type Number of Share(s) as on record date* d) Click Login button
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	Shareholders can see: a) Live Streaming, b) Total attendance (Number of Shareholders with Total Shares), c) Agenda & Agenda wise voting result d) Question & Comments.
	

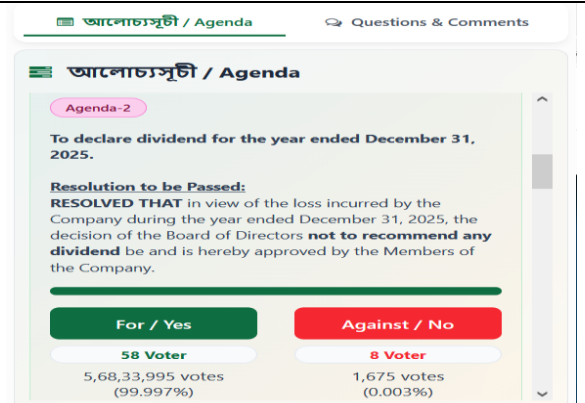
Step - 5

Shareholders can do:

Shareholders can **vote** (Yes / No) for any Agenda

Click on **Green** Button for **For/ Yes** or

Click on **Red** Button for **Against/ No**



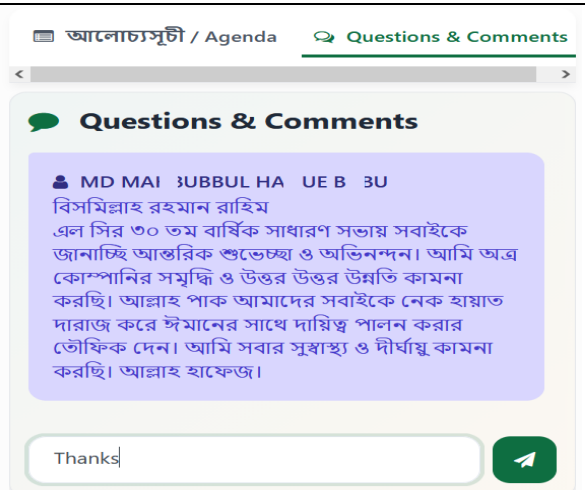
Step - 6

Shareholders can do:

Shareholder can submit **Question or Comments.**

Type your **Question or Comments** (English or Bangla) then

Click **Send**  Button.



Step - 7

Shareholders can download & Logout:

Shareholder can **download** **Annual Report, Notice, User Manual** & can see **company's web site** and

Shareholder can **Logout** the AGM & e-voting system

Click down arrow at right corner then

Click **Web Link** or

Click **Notice Download** or

Click **Annual Report** or

Click **Logout**

