



AGM Invitation & Registration Process

eAGM Portal

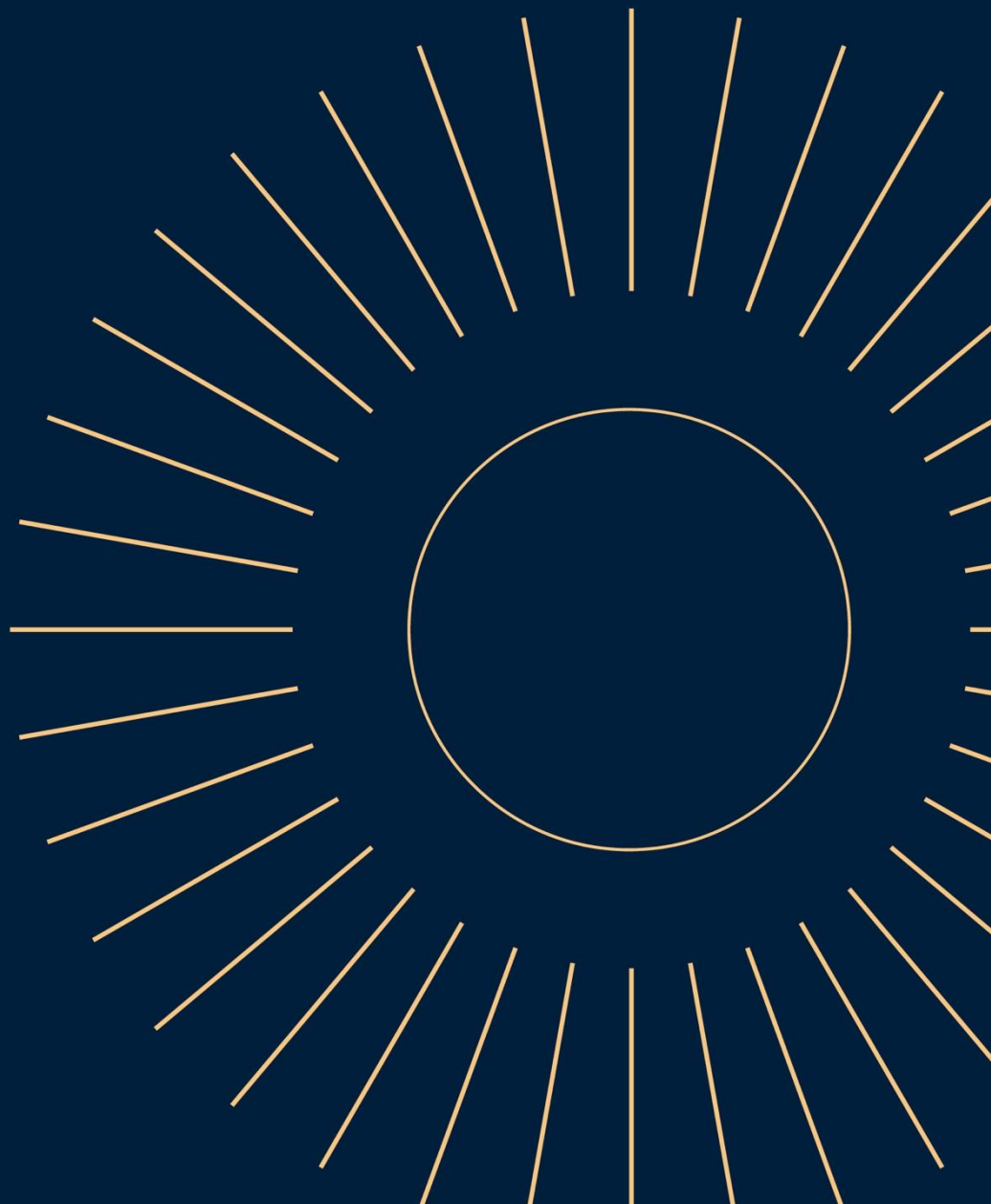


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1. AGM Invitation

- a) The Company shall provide Lumi with the initial shareholder register (“Sharebook”) 23 days prior to the AGM date, including the following details:
Shareholder Name, Investor Number (NIN), Mobile Number, Email Address, and Nationality.
- b) Lumi will prepare the AGM invitation templates (SMS and Email) and submit them to the Client for review and approval prior to distribution.
- c) Upon Client approval, the official AGM invitation will be sent via SMS and Email 21 days prior to the AGM date, in line with Bahrain Clear regulatory requirements.

The invitation includes:

- Meeting date and time
- eAGM Portal link

2. Shareholder Registration Process

2.1 Access the EAGM Portal by Visiting: <https://eagm.bahrainclear.com/>

- a) From the homepage, select the Company Logo related to the meeting.
- b) Each company has a micro AGM website includes the invitation, Reports (Integrated report, Annual Report, Audit Report, ESG report), BOD Nominee page if the AGM includes a BOD Election, Proxy Forms and Userguides in Arabic and English.
- c) Once registration opens (usually 1, 3, or 7 days before the AGM), the Registration button will appear on the homepage.

2.2 Shareholder Registration

- a) Select Shareholder Registration.
- b) Enter the required details:
 - Shareholder full name (as per share register)
 - Shareholder Bahrain ID or Passport number
 - Shareholder Mobile number
 - Shareholder Email address
 - Upload Bahrain ID or Passport copy of the Shareholder

2.3 Identity Verification

The shareholder must:

- a) Take a selfie for verification
- b) Provide an electronic signature
- c) Accept Terms & Conditions
- d) Submit the registration for verification.

2.4 Verification Outcome

- a) **Approved:**
Shareholder receives a confirmation email and SMS containing login credentials (meeting link, username, and password).
- b) **Rejected / Requires Amendment:**
An email is sent explaining the reason and providing a link to amend the registration.

3. Proxy Holder Registration Process

If a shareholder appoints a proxy to attend and vote on their behalf, the proxy holder must complete the following steps.

3.1 Proxy Holder Portal Registration

3.1.1 Access the eAGM Portal by Visiting: <https://eagm.bahrainclear.com/>

- a) From the homepage, select the Company Logo related to the meeting.
- b) Each company has a micro AGM website includes the invitation, Reports (Integrated report, Annual Report, Audit Report, ESG report), BOD Nominee page if the AGM includes a BOD Election, Proxy Forms and Userguides in Arabic and English.
- c) Download and complete the proxy form.
- d) Once registration opens (usually 1, 3, or 7 days before the AGM), the Registration button will appear on the homepage.

3.2.2 Proxy Holder Registration

- a) Select Proxy Holder Registration.
- b) Enter the required details:
 - o Proxy Holder full name (as per share register)
 - o Proxy Holder Bahrain ID or Passport number

- Proxy Holder Mobile number
- Proxy Holder Email address
- Upload Bahrain ID or Passport copy of the Proxy Holder
- Upload completed proxy form and supporting documents based on the above requirements
- Enter shareholder details

3.2.3 Identity Verification

The Proxy Holder must:

- a) Take a selfie for verification
- b) Provide an electronic signature
- c) Accept Terms & Conditions
- d) Submit the registration for verification.

3.2.4 Verification Outcome

- a) **Approved:**
Proxy Holder receives an email and SMS containing login credentials (meeting link, username, and password).
- b) **Rejected / Requires Amendment:**
Proxy holder receives an email explaining required corrections and a link to amend the registration.

4. Important Notes

- Registration is validated against the Second Sharebook, which is typically received one day before the AGM after market closing.
- Lumi system configuration requires approximately 3–4 hours.
- Credentials are typically sent one day before the AGM after the system configuration.
- Early receipt of the sharebook is critical to allow timely system setup and credential distribution.

5. Common Registration Issues

Typical reasons for delays or rejection:

- Name / NIN (Investor Number) mismatch with sharebook
- Investor number does not exist in the sharebook



- Incorrect or expired Bahrain ID / Passport
- Missing proxy attestation
- Incorrect shareholder details entered by proxy holder
- Missing or blurry selfie
- Missing supporting documents for corporate proxyholders