

# Union Capital Limited's Virtual AGM System Manual



**Supported Browser:** Latest version of

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

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

Virtual AGM with this simple step for Shareholder:

 <b>Step - 1</b>	<b>Click the link-</b>
	<a href="https://unicap.bdvirtualagm.com">https://unicap.bdvirtualagm.com</a>

 <b>Step - 2</b>	<b>Login Interface</b>	
	<b>Before Activation</b>	<b>24th AGM will be held on 17th July 2022 (Sunday) at 11.00 A.M.</b> <b>Login process activation on 16th June 2022 (Saturday) at 10.00 A.M.</b>
	<b>After Activation</b>	<div><div><div><b>Sign In</b></div><div>BO/Folio/Admin/Scrutinizer ID:*</div><div><input type="text" value="Type your ID"/></div><div><b>Go</b></div></div><div></div></div>

 <b>Step - 3</b>	<b>Login Screen:</b>	
	a) Type <b>16 digit BO</b> number or <b>Folio</b> number* b) Click <b>Go</b> button c) Click <b>Login</b> button	
<div><div><div><b>Sign In</b></div><div>BO/Folio/Admin/Scrutinizer ID:*</div><div><input type="text" value="Type your ID"/></div><div><b>Go</b></div></div></div>	<div><div><div><b>Sign In</b></div><div>BO/Folio/Admin/Scrutinizer ID:*</div><div><input type="text" value="12014700000000001"/></div><div><b>Go</b></div></div><div><b>Login</b></div></div>	

**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 - 4

The screenshot shows a web browser displaying the AGM Live broadcast interface. The main content area has a large text box that says "AGM Live broadcast is coming soon ...". To the right, there is a section titled "আলোচ্যসূচী ০১ / Agenda-01" with a description: "To receive and adopt the Directors' Report, Auditors' Report and Audited Financial Statements of the Company for the year ended 31 December 2021;". Below this, there is a "Vote" section with two buttons: "I am in favor of passing this proposal" (green) and "I am not in favor of passing this proposal" (red). The green button shows a vote of 1041385269 and 98.932%. The red button shows a vote of 11241727 and 1.068%. At the bottom, there is a section for "প্রশ্ন এবং মন্তব্য / Questions and Comments" with a text input field and a "Submit" button.

**Shareholders can do:**

Shareholders can vote (Yes/ No) for any Agenda

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

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

Step - 5

The screenshot shows the voting results for Agenda-01. The main content area has a large text box that says "To receive and adopt the Directors' Report, Auditors' Report and Audited Financial Statements of the Company for the year ended 31 December 2021;". Below this, there is a "Vote" section with two buttons: "I am in favor of passing this proposal" (green) and "I am not in favor of passing this proposal" (red). The green button shows a vote of 2500 and 100.000%. The red button shows a vote of 0 and 0.000%. A tooltip over the green button says "প্রস্তাবটি পাসের জন্য সমর্থন করছি". At the bottom, there is a section for "প্রশ্ন এবং মন্তব্য / Questions and Comments" with a text input field and a "Submit" button.

**Shareholders can do:**

Shareholders can **submit Questions or Comments**.

Type your Question or Comments (English or Bangla) then **click Submit** Button.

Step - 6

The screenshot shows the "Questions and Comments" section. It has a red header bar with the text "প্রশ্ন এবং মন্তব্য / Questions and Comments". Below this, there is a text input field with the placeholder text "আপনার প্রশ্ন / মন্তব্য লিখুন (Type Your Questions / Comments)". To the right of the input field is a red "Submit" button.