


## Union Capital Limited AGM Manual - Hybrid System


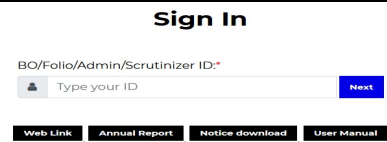

Hybrid AGM & e-voting system: Simple steps for Shareholders-


Supported Browser: Latest version of

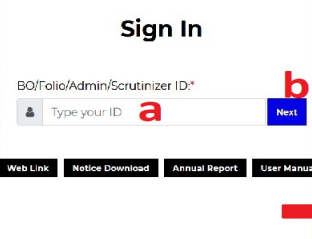
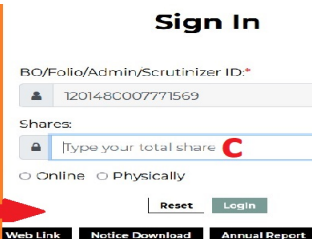
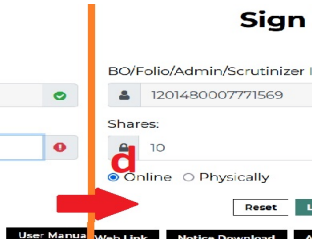
Google Chrome , Microsoft Edge , Opera , Safari , Mozilla Firefox 


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


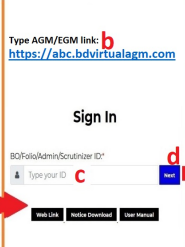

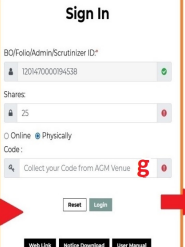

|   |   |   |
|---|---|---|
|  | <b>AGM link &amp; Physical Presence</b> |   |
|   | <b>Link:</b>                            | <a href="https://unicap.bdvirtualagm.com">https://unicap.bdvirtualagm.com</a> |
|   | <b>Place:</b>                           | Gulshan Shooting Club, 16 Gulshan Avenue, Gulshan – 01, Dhaka - 1212          |

|   |   |  |
|---|---|--|
|  | <b>Log on Interface</b>   |  |
|   | <b>Before Activation</b>  | <b>After Activation</b>  |
|   | <p><b>27<sup>th</sup> AGM will be held on</b><br/> <b>23<sup>rd</sup> September 2025 (Tuesday) at 11:30 A.M.</b><br/> <b>Login process/e-voting option activation on</b><br/> <b>21<sup>st</sup> September 2025 (Sunday) at 11:00 A.M.</b></p> <p><b>Pre Registration</b><br/> 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 48 hours before the AGM. (AGM will be held on Tuesday, 23<sup>rd</sup> September 2025 at 11:30 a.m. BST).</p> |   |

|   |  |  |
|---|--|--|
|  | <b>Online Login Process/screen:</b>  |  |
|   | <p>a) Type <b>16 digit BO</b> number or <b>Folio</b> number*, b) Click <b>Next</b> button then,<br/> c) Type <b>Share Number</b> (as on record date)*, d) Select <b>Online</b>, e) Click <b>Login</b> button</p> |  |

|   |   |  |
|---|---|--|
|  | <b>Physical Login Process/screen:</b>   |  |
|   | <p>a) Go to <b>Registration Counter</b> at AGM Venue &amp; Verify your <b>Signature</b>* then<br/> b) Type AGM/EGM link: <a href="https://unicap.bdvirtualagm.com">https://unicap.bdvirtualagm.com</a>* then<br/> c) Type <b>16 digit BO</b> number or <b>Folio</b> number* then, d) Click <b>Next</b> button then<br/> e) Type <b>Share Number</b> (as on record date)* then, f) Select <b>Physical</b> button then<br/> g) Type <b>Code</b> (Collect Code from AGM Venue)* then, h) Click <b>Login</b> button</p> |  |

**Step - 4**

**Shareholders can see:**

a) Live Streaming, b) Total attendance (Number of Shareholders with Total Shares), c) Agenda & Agenda wise voting result d) Question & Comments.

#### Casting Votes & Comments:

**Step - 5**

**Shareholders can do:**

Shareholders can vote (Yes / No) for any Agenda  
Click on **Green Button For Favor** or  
Click on **Red Button For Against**

**Step - 6**

**Shareholders can do:**

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

**Step - 7**

**Shareholders can download:**

**On login screen-** Annual Report, Notice, User Manual & can see company's web site at:  
[www.unicap-bd.com](http://www.unicap-bd.com)

Web Link

Annual Report

Notice download

User Manual

**On live streaming screen -** Annual Report & can see company's web site

Web Link

Annual Report