

# Reckitt Benckiser (Bangladesh) PLC's AGM Operational Manual

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

**Supported Browser:** Latest version of

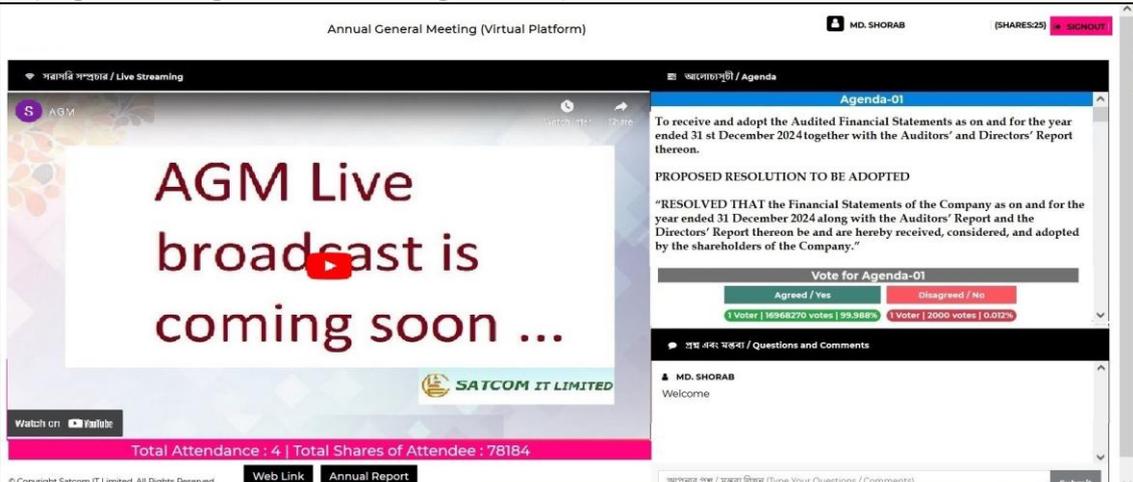
Google Chrome , Microsoft Edge , Opera , Safari , Mozilla Firefox 

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

 <p>Step - 1</p>	<p><b>Log in to the link-</b></p>
	<p><a href="https://reckitt.bdvirtualagm.com">https://reckitt.bdvirtualagm.com</a></p>

 <p>Step - 2</p>	<p><b>Log on Interface</b></p>	
	<p><b>Before Activation</b></p> <p>64th AGM will be held on <b>28th May, 2025 at 11.00 A.M.</b>  <b>Login process/online or e-voting option will be activated/ started from 27th May, 2025 at 10.00 A.M. and remain open up to the closure of AGM.</b></p>	<p><b>After Activation</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;"><b>Sign In</b></p> <p>BO/Folio/Admin/Scrutinizer ID*  <input type="text" value="Type your ID"/> <span style="float: right;">Next</span></p> <p style="display: flex; justify-content: space-around; font-size: small;"> <span>Web Link</span> <span>Annual Report</span> <span>Notice download</span> <span>User Manual</span> </p> </div> <div style="width: 35%; text-align: center;">  </div> </div>
	<p><b>Pre Registration</b></p> <p>Members who would like to express their views/ask questions as a speaker at the Meeting may pre-register themselves by sending a request from their registered e-mail address/mobile number mentioning their BO/Folio ID 25 hours before the AGM. (AGM will be held on Wednesday, 28th May, 2025 at 11:00 a.m. BST). Only those Members who have pre-registered themselves as a speaker will be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.</p>	

 <p>Step - 3</p>	<p><b>Login screen:</b></p> <p>a) Type <b>16 digit BO</b> number or <b>Folio</b> number*</p> <p>b) Click <b>Next</b> button then</p> <p>c) Number of Share(s) as on record date (i.e. 29th April, 2025)</p> <p>d) Click <b>Login</b> button</p>	<p><b>Sign In</b></p> <p>BO/Folio/Admin/Scrutinizer/Observer ID*  <input type="text" value="Type your ID"/></p> <p>Shares (As on Record Date)/ Password*  <input type="text" value="Enter your Share(s) Number / Password"/></p> <p style="display: flex; justify-content: center; gap: 10px;"> <span>Reset</span> <span>Login</span> </p> <p style="display: flex; justify-content: center; font-size: small;"> <span>Web Link</span> <span>Annual Report</span> <span>User Manual</span> </p>
-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 <p>Step - 4</p>	<p><b>Shareholders can see:</b></p> <p>a) Live Streaming, b) Total attendance (Number of Shareholders with Total Shares), c) Agenda &amp; Agenda wise voting result d) Question &amp; Comments.</p>
	 <p>The screenshot shows the 'Annual General Meeting (Virtual Platform)' interface. On the left, a video player displays 'AGM Live broadcast is coming soon ...' with the SATCOM IT LIMITED logo. On the right, the 'Agenda-01' section is visible, detailing the adoption of audited financial statements for the year ended 31st December 2024. Below the agenda, a voting table for 'Agenda-01' shows 1 voter with 16968270 votes (99.9889% Agreed/Yes) and 1 voter with 2000 votes (0.0122% Disagreed/No). A 'Questions and Comments' section at the bottom shows a user named MD. SHORAB with a 'Welcome' message.</p>

**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 - 5**

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

**Step - 6**

**Shareholders can download:**  
**On login screen-** Annual Report, Notice, User Manual & can see company's web site

**Step - 7**

**Shareholders can Sign out:**  
 Shareholder can **Sign out** the AGM & e-voting system

**Step - 8**