

Registration Process for shareholders and proxies

In compliance with the guideline's issues by Ministry of Health in order to limit the spread of corona virus pandemic, the Annual General Meeting and Extraordinary General Meeting of QFB will be held virtually using Zoom application.

Extraordinary general meeting	05 th April 2021	4.30pm
Annual general meeting	05 th April 2021	5.00pm

Further to the invitation of QFB to attend the Annual & Extraordinary General Assembly meetings which was published in the newspaper on 12/03/2021 please note the below.

Shareholders, or their proxies, will be required to send a copy of the following documents to the email address: registration@qfb.com.qa OR can visit QFB head office in Al Sadd in order to handover the below set of documents

- Copy of an identification document (Qatar ID or passport)
- NIN number at Qatar Stock Exchange
- Copy of the duly completed proxy form (In case the shareholder is represented by another shareholder) Proxy form can be downloaded from [here](#)
- For corporate shareholders: Copy of the authorization letter appointing them as a representative of said corporate shareholder, Commercial registration (Latest printed date) and Computer Card of the company and the proxy form should be signed by the authorized signatory and company stamp must be affixed. Authorization template can be downloaded from [here](#)

Shareholders who wish to attend the virtual meeting must send the above information and documents at least one day before the AGM/EGM.

Once all the documents are verified ZOOM link will be shared with the shareholder or the proxy through e-mail (2 hours before the AGM/EGM meeting). Further an additional link will be shared to download ZOOM software.

Once the shareholder/ Proxy received the link they need to access the link prior to the AGM/EGM start time and verify their identity (by showing the QID/ passport) to enter the meeting.

During the meeting, shareholders or their proxies can raise their questions by raising hand OR sending them through CHATBOX



In case a shareholder or a proxy has an objection to one of agenda items, they will be able to use 'Raise Hand' option to express their objection.

If a shareholder or a proxy does not object, the vote will be considered as the approval of the agenda item.

To get more details on the above registration procedure please call: +974 4448 3596 (Weekdays between 9am to 3pm). Please refer QFB web site/Investor Relations/General Assembly section for further updates