

## 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 Extraordinary General Meeting (EGM) of QFB will be held virtually using Zoom application.

Extraordinary General Meeting	21 <sup>st</sup> September 2021	4.30pm
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Further to the invitation of QFB to attend the EGM meetings which was published in the newspaper on 31/08/2021 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](mailto: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 two days before the EGM meeting.

Initial ZOOM link - for registration and verification of participant identity (will be shared 2 hours before the EGM meeting)

Second ZOOM link - in order to attend the EGM (will be shared upon successful registration before the EGM 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 an approval of the agenda item.

To get more details on the above registration procedure please call: +974 4448 3596 or +974 4448 3496 (Weekdays between 9am to 3pm). Please refer QFB web site/Investor Relations/General Assembly section for further updates