

Company letterhead

Date: xxx / xxx / 2021

NIN number: xxxxxxxx

Authorization Letter for the Extraordinary General Assembly Meeting ("EGM") of Qatar First Bank LLC (PUBLIC)

We (the company name) bearing a commercial register number (xxxxxx) represented by (name of authorized signatory), and as a shareholder in Qatar First Bank LLC (public), we have authorized Mr. / (name of the representative), holding QID number: xxxxxxxxxxxxxx to attend and vote on our behalf at the Extraordinary General Assembly Meeting ("EGM") of Qatar First Bank LLC (PUBLIC), scheduled to be held on 21 September 2021 and any adjournment thereafter of the EGM meetings as specified in its invitation.

Company Name:

Authorized Signatory:.....

The name of the authorized signatory

Signature:

.....

(The company seal)



PROXY FORM

Shareholder Name: _____

No of Share: _____ Investor (NIN) No: _____

Contact Person: _____
(If different from named shareholder)

Email: _____ Contact No: _____

Please attach latest valid ID or passport if you are a natural shareholder or if you are a corporate shareholder, the commercial registration/computer card

I/We, being the shareholder named above of Qatar First Bank LLC (Public) (the “Company”) hereby agree as follows:

Appointment of Proxy:

I/We appoint the person named below by the shareholder, as my/our proxy to attend, vote, speak and ask questions on my/our behalf at the Extraordinary General Meeting and any adjournments thereof (“EGM”) of the Company referred to in the attached invitation:

Name: _____

Passport No./ID No: _____

Signature: _____

Designation (if Corporate Shareholder): _____

Date: _____

Notes:

1. Proxy Form

This form must be signed and received by the Company Secretary not less than 48 hours before the time of the EGM:

- (i) by Q-Post addressed to “Company Secretary, Qatar First Bank LLC (Public), PO Box 28028, Doha, Qatar”.
- (ii) by email: registration@qfb.com.qa
- (iii) via fax number: +974 4448 3360
- (iv) in person to the ‘Head of Corporate Service’ at 6th Floor, QFB Offices, Doha, Qatar., Sunday to Thursday from 09:00 A.M to 04:00 P.M

2. Identification for Shareholders

In case the shareholder is a legal entity, this form must be submitted with:

- (i) An authorization letter duly signed by an authorized signatory appointing a natural person as a representative
- (ii) Copy of the latest valid computer card (if applicable); and
- (iii) Commercial registration extract.

In case the shareholder is a natural person, a copy of the ID or passport of the shareholder should be presented. A copy of proxy's ID or passport should be attached if different from the named proxies in the form. Failure to provide the necessary evidence of authorization as outlined in this authorization form may invalidate the proposed appointment of the proxy.

3. Proxy

Under Article 22 of the Bank's articles of association, a shareholder is entitled to appoint one proxy for the meeting. All shareholders are entitled to attend and vote at the meeting.

The proxy must be another shareholder of the Company but not a Board member, provided that such shareholder by proxy does not own more than 5% of the total share capital of the Company. The Company shall deem this appointment of proxy as irrevocable until conclusion of the EGM. The shareholder shall have the right to revoke the proxy in writing following the conclusion of the EGM, provided that the proxy shall remain in full force and effect until a written notice is received by the Company confirming its revocation.

Except for legal entities, each shareholder may not represent, whether on behalf of themselves and/or other shareholders, more than 25% of the total votes present at the EGM.

The right of shareholders to vote at the EGM is determined by reference to the register of shareholders of the Company. Shareholders must be entered on the Company's share register on the day of the EGM before the time of the EGM in order to be entitled to attend and vote at the EGM. Such shareholders may only cast votes in respect of shares held at such time. Changes to entries on the relevant register after that time shall be disregarded in determining the rights of any person to attend or vote at the meeting.

If two or more valid forms of proxy are delivered in respect of the same share, the one which is valid will be the one which was delivered last (regardless of its date or the date of its execution).

4. General Notice

- (i) Any modifications to the form (except where shareholders' details and information are added) shall render the form null and void.
- (ii) The proxy form shall be valid for any adjournments of the EGM.

Please feel free to contact the Investor relations team at registration@qfb.com.qa or investor@qfb.com.qa if you have any queries on the foregoing and through dialing +974 4448 3596 or +974 4448 3496 (Weekdays between 9am to 3pm).