

Registration Process for shareholders and proxies

Qatar First Bank will be held its Annual General Meeting and Extraordinary General Meeting virtually using Zoom application as follows:

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| Extraordinary general meeting | 22 nd March 2022 | 4:30pm |
| Extraordinary general meeting (in case of its adjournment) and; Annual general meeting | 23 rd March 2022 | 4:30pm 5:00pm |
| Annual general meeting (in case of its adjournment) | 27 th March 2022 | 5.00pm |

Further to the invitation of QFB to attend the Annual & Extraordinary General Assembly meetings which was published in the newspaper on 28/02/2022 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 24 hours before the AGM and EGM.

Clarification on Participation and Voting Procedures at the AGM

Shareholders wishing to attend the virtual meeting are requested to visit QFB Building in AlSadd Suhaim bin Hamad street, 4th Floor starting from 3:00 p.m. on Wednesday, 23 March 2022 in order to register, obtain the list of candidates for the Board of Directors' election, elect and receive the link to virtually participate in the meetings.

All participating shareholders are required to bring along the following documents:

- 1- Copy of the Qatari ID or passport
- 2- Shareholder's number (NIN)
- 3- Mobile number and email address
- 4- Copy of the proxy and supporting documents to the representatives of individual or corporate shareholders, if applicable.

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
- +974 55984789

(Weekdays between 9am to 3pm). Please refer QFB web site/Investor Relations/General Assembly section for further updates.

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