# INSTRUCTIONS FOR SHAREHOLDERS FOR PARTICIPATING IN THE ANNUAL GENERAL MEETING THROUGH VIDEO CONFERENCE

A. <u>Shareholders who wanted to participate in the Annual General Meeting on</u> 7<sup>th</sup> August, 2020 and do not want to speak at the meeting:

Step I:

 Access the meeting through URL : https://emeetings.kfintech.com on 7<sup>th</sup> August, 2020

Step: II



## • Login with user ID & Password

(User ID is Folio NO./DPID-CLIENTID) (Password: Sent by e-mail along with notice of AGM).

(For password issues contact Toll free number\_\_\_\_\_)

Step III

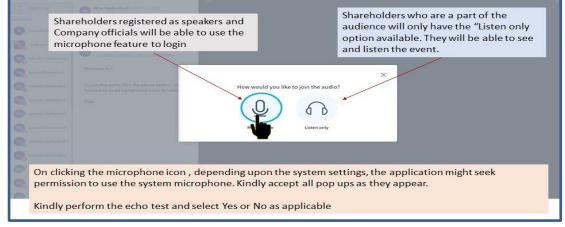


**Click on Video Conference** 

Step IV:



#### Click on Video icon & then click on Join meeting in prop up menu.



#### Click on ear phone icon



Shareholder can view the meeting. If not voted earlier, Shareholder can vote by clicking

## B. <u>INSTRUCTIONS FOR THE SHAREHOLDERS WHO WANT TO SPEAK AT THE</u> MEETING/ POST QUERY

Shareholders who want to express their views/raise any queries are requested to register their names during the period from 10.00 A M on 4<sup>th</sup> August, 2020 to 5.00 P M on 5<sup>th</sup> August, 2020. This will enable the Bank/Registrar in sequencing the speakers and to set time slots for each of the speaker.

Procedure to be followed by speaker:

- Login through URL : https://emeetings.kfintech.com
- Enter User ID & Pass word

		Toll Free 1 800 3454001	KFINTECH
- <sup>D</sup>	Remote e Voting Enable Shareholders to exercise voting on the resolutions		Highed by Record Drive by Tableday
	Post your Queries Shareholders can post their queries on Financial Résults and on resolutions prior to the meeting		Login with your eVoting Credentials
×	Speaker Registration Enable Shareholders to register as a Speaker prior to the Meeting		
Ľ	Video Conference Enable Shareholders to participate in the ASM/EGM proceedings		Password *
	e-Voting Calendar Sharehaldars can check remote vating schadule of various companies		LOGIN
	Web Checkin Enable Shareholders to register in advance for the Physical Meetings		

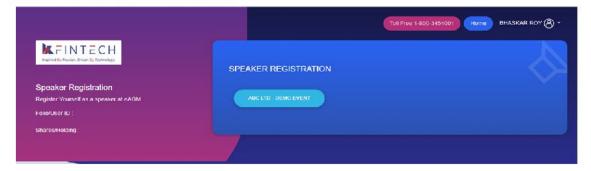
Register as speaker from 10.00 A M on 4<sup>th</sup> August, 2020 to 5.00 P M on 5<sup>th</sup> August, 2020.



Select UCO BANK AGM & Furnish details

### **Speaker Registration-shareholders**

# KFINTECH



- User will be only required to fill\* Mail ID , Mobile Number & City.
- An option is also provided to record a video or upload a pre recorded video (< 50 MB), and the same can be played during the AGM
- Post submission, the user will be provided with a confirmation

### **Procedure to Post Query**



### Click on Post your query

		Tall Free 1-800-3454001 Home BHASKAR ROY 🖉 •
KFINTECH Ingred (); Paulos, Drives (); Technology	POST YOUR QUERIES	/9 <u>)</u>
Post your Queries Post your Queries regarding the Meeting	ABC LTD - DEMO EVENT May 25 2020 6:30AM	Oct 1 2020 10:00PM
	Constant	

Select UCO BANK AGM and Post you queries

- User will be required to only fill in e-Mail ID & Mobile Number
- Shareholders can type in the questions of up to 500 characters including special characters.
- Post submission, the user will be provided with a confirmation

The shareholder who had registered as speaker on the date of AGM, i.e 7<sup>th</sup> August,2020 need to follow the following steps to attend and speak at the meeting.

- Login through URL : https://emeetings.kfintech.com
- Enter User ID & Pass word
- Click on Video Conference
- Click on Join the Meeting
- Click on Micro Phone button

Com	reholders registered as speakers and pany officials will be able to use the ophone feature to login	Shareholders who are a part of the audience will only have the "Listen only option available. They will be able to see and listen the event.		
On clicking the microphone icon , depending upon the system settings, the application might seek permission to use the system microphone. Kindly accept all pop ups as they appear. Kindly perform the echo test and select Yes or No as applicable				

- Click on GREEN THUMBS UP icon
- Click on the "webcam" sign to start sharing your sharing your image.
- Click on Start Sharing on the window

Start Sharing

• To log out, Just click on the 3 dots at the top right of the page to open the logout option.

*Note: Please send your query relating to participation in the AGM through Video Conference on email – <u>balaji.reddy@kfintech.com</u> with a copy mark to <u>hosgr.calcutta@ucobank.co.in</u> .*