

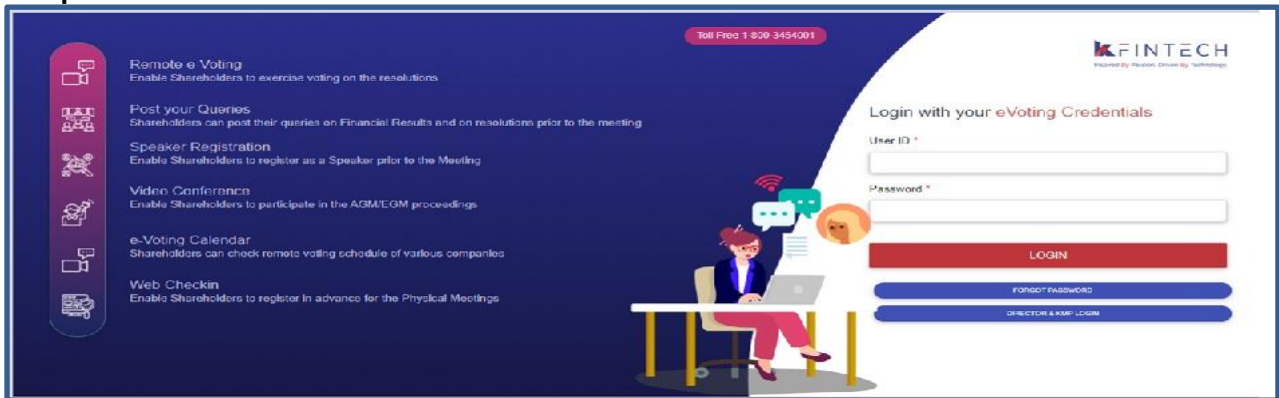
# INSTRUCTIONS FOR SHAREHOLDERS FOR PARTICIPATING IN THE ANNUAL GENERAL MEETING THROUGH VIDEO CONFERENCE

## A. Shareholders who wanted to participate in the Annual General Meeting on 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

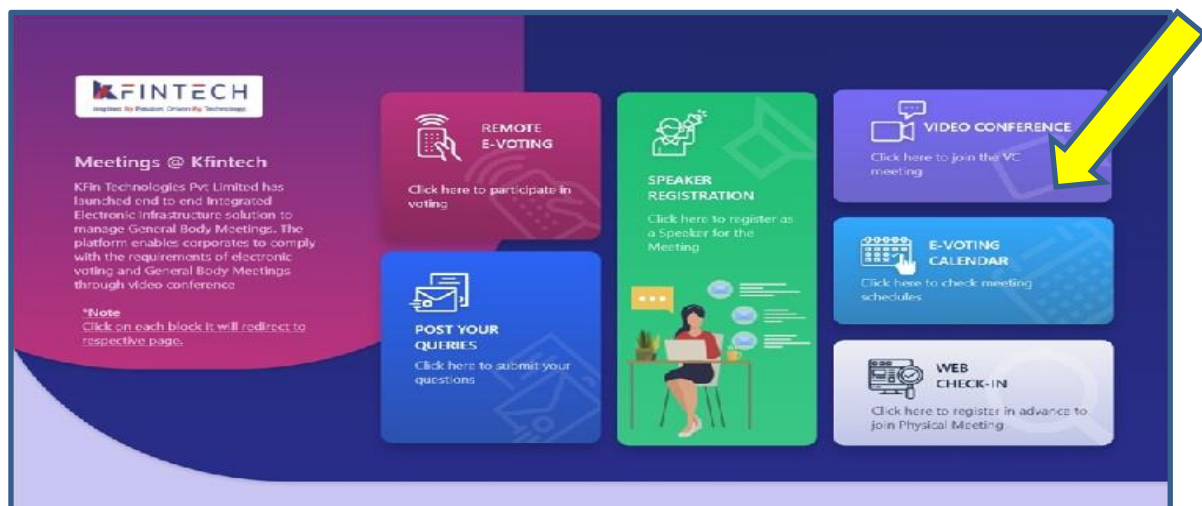


- **Login with user ID & Password**

(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

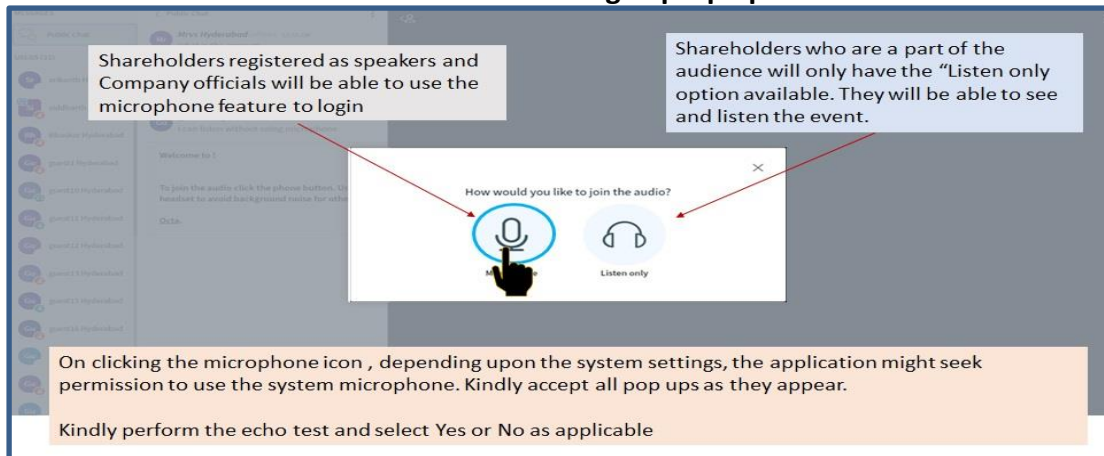


Click on Video Conference

**Step IV:**



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



**Click on ear phone icon**

**Step V**



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

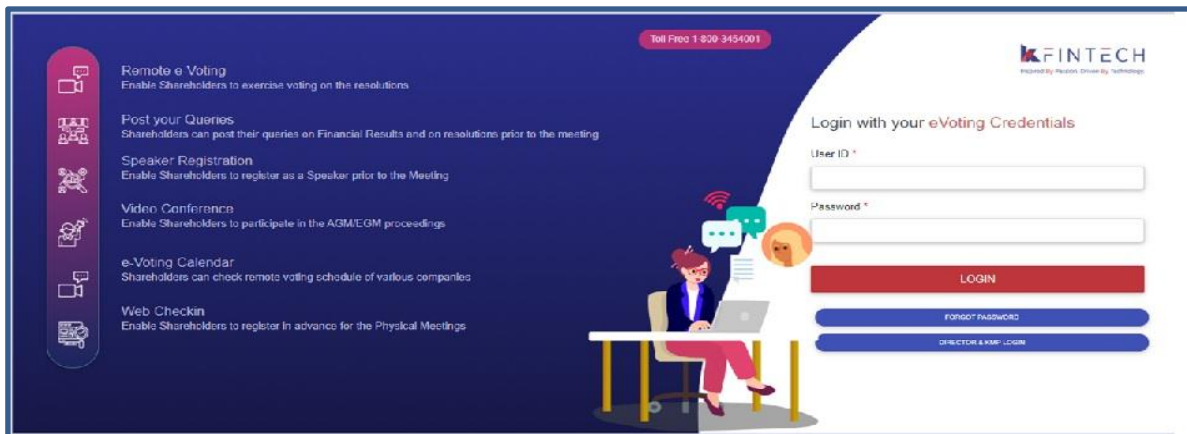


## B. INSTRUCTIONS FOR THE SHAREHOLDERS WHO WANT TO SPEAK AT THE MEETING/ POST QUERY

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



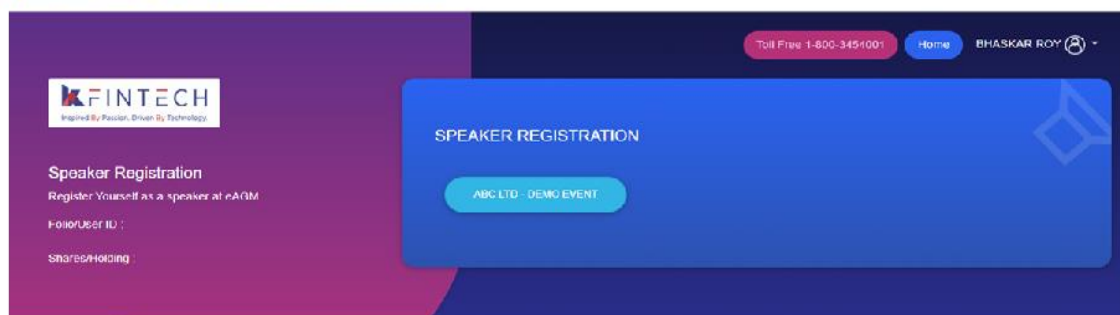
- Register as speaker from 10.00 A M on 4<sup>th</sup> August, 2020 to 5.00 P M on 5<sup>th</sup> August, 2020.



Select UCO BANK AGM & Furnish details

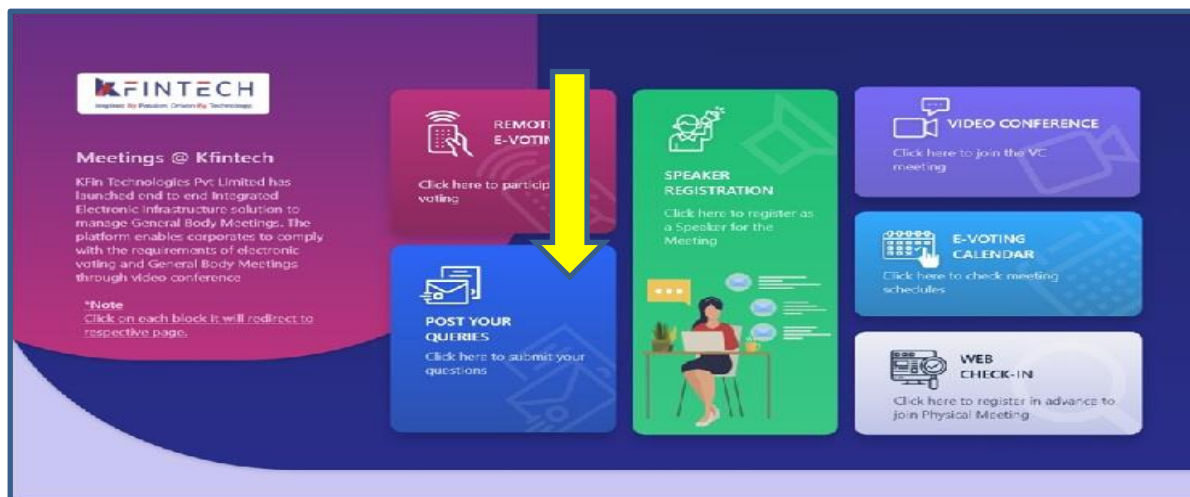
Speaker Registration-shareholders

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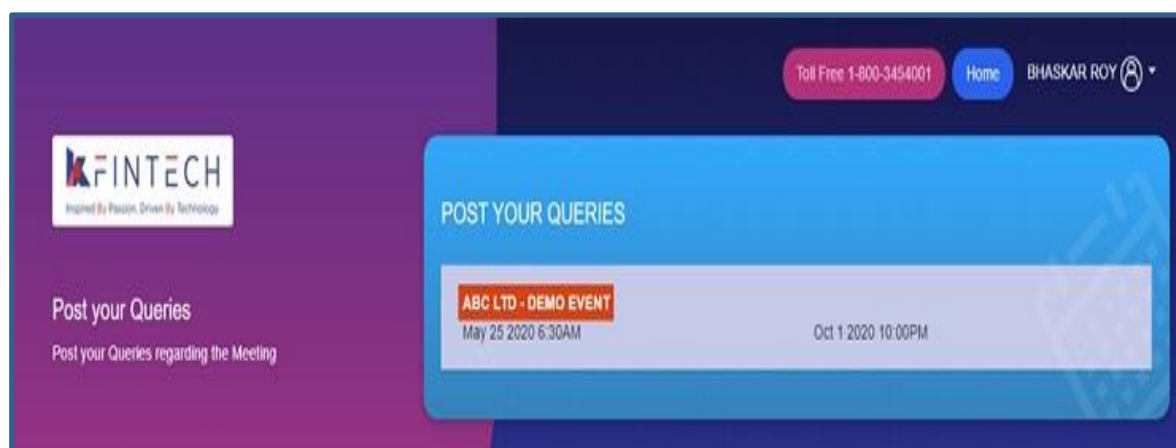


- User will be only required to fill\* Mail ID , Mobile Number & City.
- An option is also provided to record a video or upload a pre recorded video (< 50 MB), and the same can be played during the AGM
- Post submission, the user will be provided with a confirmation

### Procedure to Post Query



### Click on Post your query

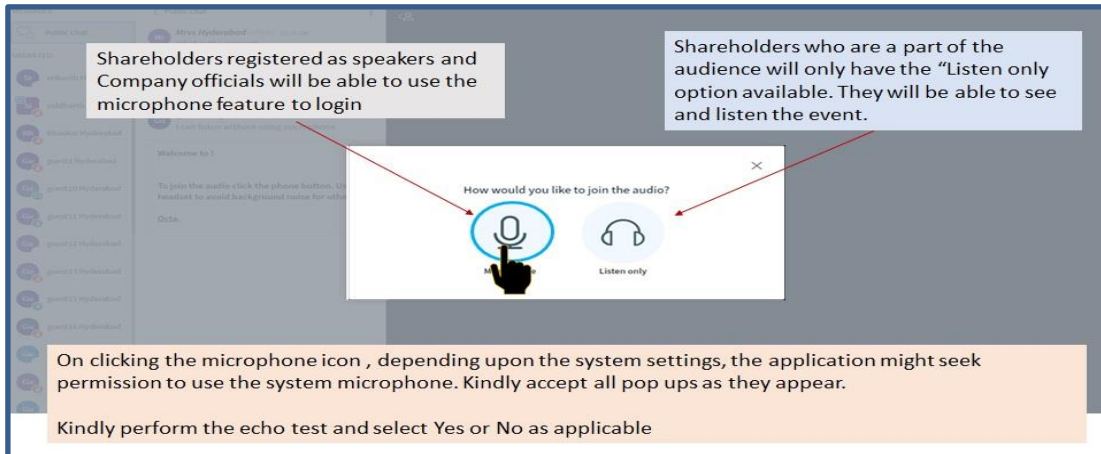



### Select UCO BANK AGM and Post you queries

- 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



- Click on GREEN THUMBS UP icon
- Click on the "webcam" sign to start sharing your image.
- Click on Start Sharing on the window 
- 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 – [balaji.reddy@kfintech.com](mailto:balaji.reddy@kfintech.com) with a copy mark to [hosgr.calcutta@ucobank.co.in](mailto:hosgr.calcutta@ucobank.co.in) .