



Quick User Guide  
of  
**AGM Platform**  
**For**  
**SHAREHOLDER**

Prepared by

**COMJAGAT TECHNOLOGIES LIMITED**

## Background

Due to current COVID-19 situation Bangladesh Securities and Exchange Commission gave permission to all the listed companies for using digital platform for conducting AGM/EGM. And to address this we COMJAGAT TECHNOLOGIES have come up with a digital platform with a name, GOCON AGM. Last few months we have served few HAPPY clients with this platform such as Grameenphone Ltd, British American Tobacco Bangladesh, RAK Ceramics Ltd, IPDC finance limited and many more.

## Terminology

### **Board Member (BM):**

Board members are those who are joining in the video conference. Besides Board member can see live voting result, shareholders' comments, presentation of board member and total number of shareholder attendance.

### **Shareholder (SH):**

Participants who will log in as Individual, Company and Proxy. They can watch a LIVE video conference of Board members. Give vote for agenda, send text comments and voice record, can see voting result, presentation and shareholders' attendance.

### **Other Officials:**

Employs' of the company who are Enlisted in the stock market. They can watch video conference of Board Member, can see live voting result, presentation, comments of shareholder and attendance.

### **Moderator:**

Employs of the user who will receive Text comments and voice record which will send by the shareholder. They can approve / decline the comment. Moderator can filter audio comment and send to the Board member if they think the question is answerable.

### **Admin:**

System administrator of the platform. Admin can manage all types of input data, control the voting process and generate various reports.

## Shareholder Interface

# RAK

CERAMICS

23<sup>rd</sup> Annual General Meeting of RAK Ceramics (Bangladesh) Limited  
 আরএকে সিরামিক্স (বাংলাদেশ) লিমিটেড এর ২৩তম বার্ষিক সাধারণ সভা  
 তারিখ: ৩১শে মার্চ ২০২২    সময়: সকাল ১১:০০ মিনিট

### Login as Shareholder

Individual
Company
Proxy

**BO ID / Folio ID:**

**Shareholder's Name:**

**Total Shares (as on Record Date):**

**Login**

### Login as Board Member / Company Secretary

**Login ID:**

**Login**

---

### Login as Other / Auditors / Scrutinizer / Regulators

**Login ID:**

**Login**

RAK Ceramics (Bangladesh) Limited
Powered By ComJagat Technologies Limited
GOCON v 1.23.0

## Individual Login Interface

- Click “**Individual**” Tab.
- Enter your correct BO ID/Folio Number.
- Name of shareholder will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Correct Information will allow an **Individual shareholder to log in.**

### Login as Shareholder

Individual
Company
Proxy

**BO ID / Folio ID:**

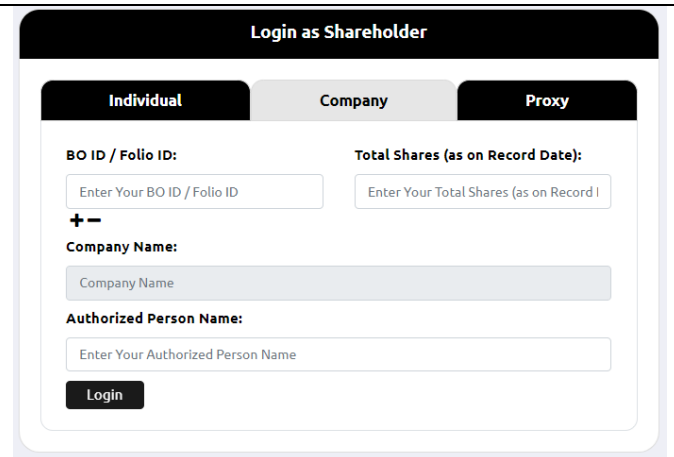
**Shareholder's Name:**

**Total Shares (as on Record Date):**

**Login**

## Company Login Interface

- Click “**Company**” Tab.
- Enter correct BO ID/ Folio Number of your Company.
- Name of Company will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- **Authorized person name** will be the person who will be assigned from the specific company. In attendance report that name will be counted.
- **Multiple BO ID user** can give minimum five BO ID at a time by Clicking the Pulse sign (+) beside the BO ID field.
- But he has to give the summation of all share that company hold in the “**Total Share**” field.
- Correct Information will allow a **Company shareholder to login.**

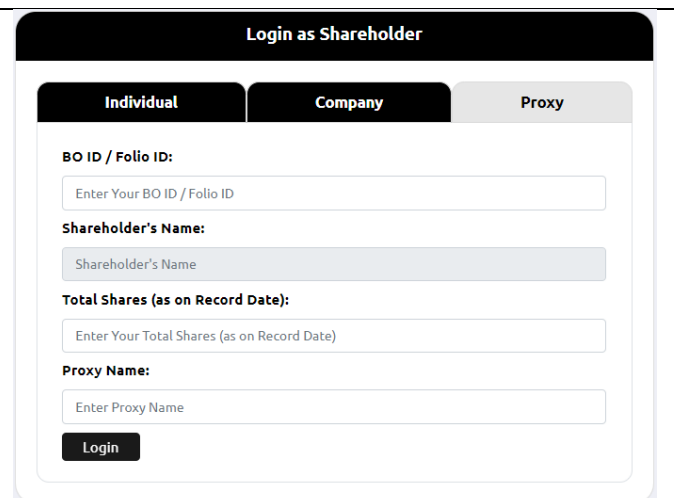


The screenshot shows the 'Login as Shareholder' interface with the 'Company' tab selected. It features three tabs: 'Individual', 'Company', and 'Proxy'. The 'Company' tab is active. The form includes the following fields and controls:

- BO ID / Folio ID:** A text input field with a '+' sign to its left for adding multiple IDs.
- Total Shares (as on Record Date):** A text input field.
- Company Name:** A text input field that is populated with a greyed-out value.
- Authorized Person Name:** A text input field.
- Login:** A black button at the bottom.

## Proxy Login Interface

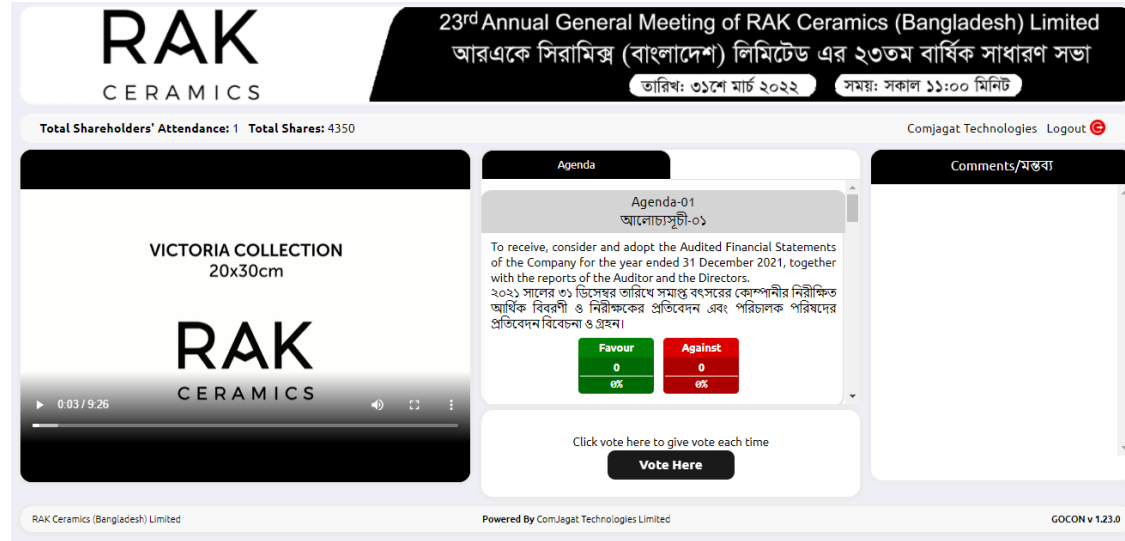
- Click “**Proxy**” Tab.
- Enter your correct BO ID/Folio Number.
- Name of shareholder will come automatically.
- Cursor will blink in total share field.
- Enter your correct Total share as on record date.
- Enter proxy name.
- Correct Information will allow a **Proxy shareholder to log in**



The screenshot shows the 'Login as Shareholder' interface with the 'Proxy' tab selected. It features three tabs: 'Individual', 'Company', and 'Proxy'. The 'Proxy' tab is active. The form includes the following fields and controls:

- BO ID / Folio ID:** A text input field.
- Shareholder's Name:** A text input field that is populated with a greyed-out value.
- Total Shares (as on Record Date):** A text input field.
- Proxy Name:** A text input field.
- Login:** A black button at the bottom.

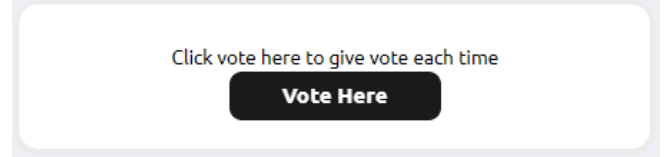
## Shareholder Landing Page



**If Video get Paused or Video Loading Error due to Internet Failure or Bandwidth Dropout Please Refresh the Page.**

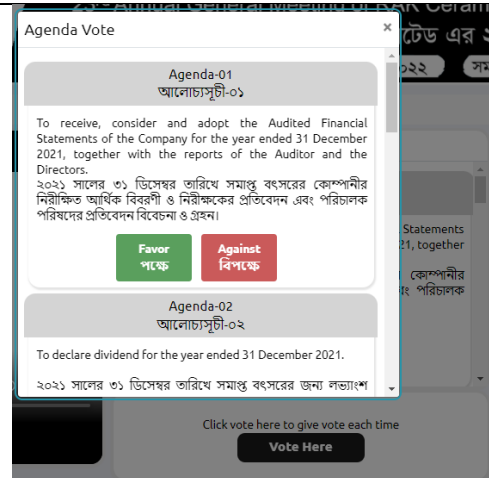
### Voting Feature:

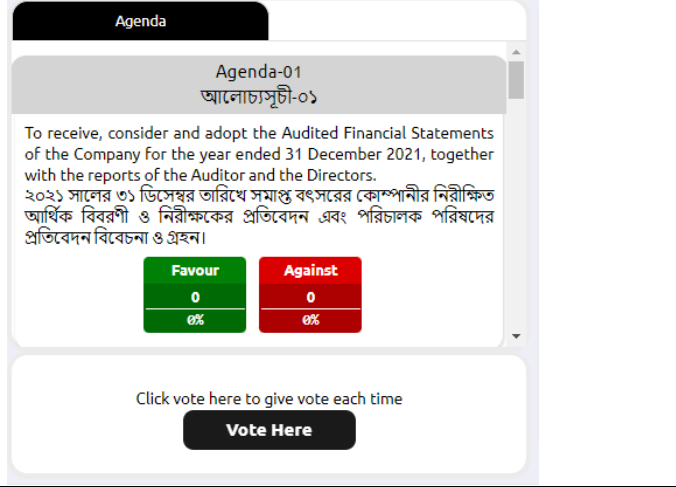
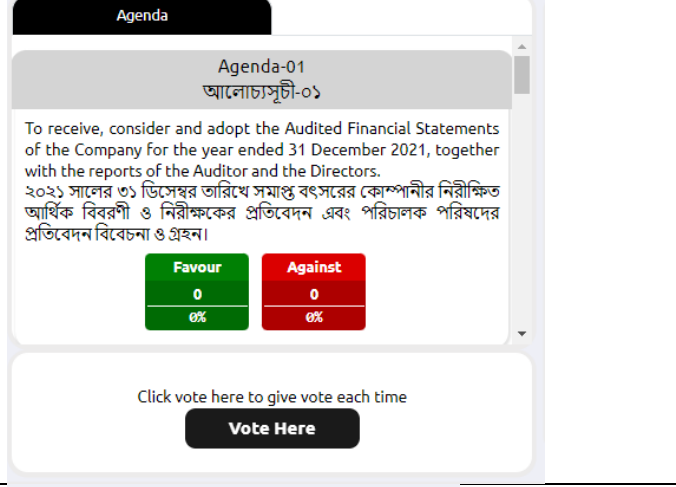
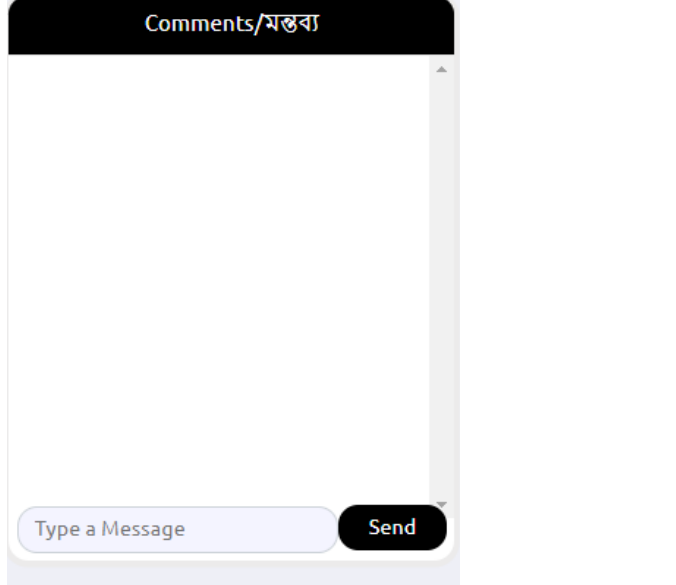
- Click “Vote here” button
- A person can give for an agenda once.
- After giving vote,” Vote Here” button will be disabled for that person.



### To Submit Vote:


- Shareholder can give vote in Favor /against from the Pop-Up Window.



<p><b>Live Voting Result:</b></p> <ul style="list-style-type: none"> <li>Total vote count will be shown under each Agenda.</li> <li>Voting result count as how many shares are held by shareholders.</li> </ul>	
<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>Shareholder can see all agenda of the current AGM.</li> </ul>	
<p><b>Comment:</b></p> <ul style="list-style-type: none"> <li>Type your comments in Bangla / English in “<b>Type a message</b>” field.</li> <li>Click the arrow sign which is in the comment bar.</li> <li>You will get a confirmation message as “<b>comment sends successfully</b>”.</li> </ul>	
<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Shareholder can see total shareholder attendance and total shares.</li> </ul>	<p><b>Total Shareholders' Attendance: 1 Total Shares: 1000</b></p>

## Logout

- By clicking the log out button Member can logout from the interface.

Comjagat Technologies Logout 

## Contact Details

### **Comjagat Technologies**

House- 29 (M- A), Road- 6, Dhanmondi, Dhaka- 1205

Sales: 01711936465, 01670223187

E-Mail: [mehbuba.gulshan@e-jagat.com](mailto:mehbuba.gulshan@e-jagat.com)

[masum@e-jagat.com](mailto:masum@e-jagat.com)

Web: [gocon.live](http://gocon.live)

[www.facebook.com/CJLive.GOCON](https://www.facebook.com/CJLive.GOCON)