ANNUAL GENERAL MEETING 2023
- VIRTUAL MEETING PROCESS

1. Participation in the AGM

This year's AGM is scheduled to be held virtually via Maldives Securities Depository's (MSD) online platform FahiVote.

- After the closing of pre-registration and proxy registration, all pre-registered shareholders and proxy holders will be registered as attendees on FahiVote during attendance registration stage.
- Upon attendance registration, a text message with login credentials to FahiVote will be sent before the AGM.
- Only shareholders and proxy holders who pre-registered for the event will be able to participate in the AGM.

2. Pre-Registration

Eligible shareholders who wish to participate in the AGM are requested to pre-register for the meeting online via *infinity.mv* or submit the pre-registration form via email to **investor.relations@takaful.mv**. Pre-registration for the AGM will be open from **8th May 2024**.

Infinity Registration:

- Select Amana Takaful (Maldives) Plc AGM from Infinity's FahiVote tab.
- Select "Pre-Registration / Self Registration". Tick "Register to attend this event".
- Submit to register.
- A confirmation message will appear in the registration page.

If a registered Shareholder is unable to attend the AGM, he/she may cancel the RSVP and appoint a Proxy to attend on their behalf:

- Select Amana Takaful (Maldives) Plc AGM from Infinity's FahiVote tab.
- Select "Pre-Registration / Self Registration" for the event. Tick "Cancel register for this event".
- Follow the proxy registration procedure.

3. Proxy Registration

Eligible shareholders who are unable to attend the AGM in person may appoint a proxy to attend and vote at the AGM on their behalf. The proxy holder must be over the age of 18, and able to vote on behalf of the shareholder. Proxy holder will only be able to vote collectively on behalf of all the shareholders represented by him/her. Proxy registration will be open from **15th May 2024.**

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Infinity Registration:

- Select Amana Takaful (Maldives) Plc AGM from Infinity's FahiVote tab.
- Select "Proxy Registration / On My Behalf" and enter details of the Proxy.
- Upload Proxy Holder Identification document.
- Tick declarations that Proxy Holder has been given consent for Proxy.
- Tick consent for Proxy Holder to vote on your behalf.
- Submit Proxy
- A confirmation message will appear on the registration page.

4. Proxy revocation

If any shareholder who has appointed a proxy wishes to attend the AGM in person, the proxy should be revoked either through Infinity or by submitting the "Proxy Revocation Form". Proxy revocation must be submitted by no later than **21st May 14:30hrs**.

Infinity Proxy Revocation:

- Select Amana Takaful (Maldives) Plc AGM from Infinity's FahiVote tab.
- Select "Proxy Registration / On My Behalf" and tick Remove Proxy.
- Confirm removal.
- A new proxy may be appointed or should the Shareholder wish to attend the AGM in person, pre-registration can be submitted prior to closing of the proxy/pre-registration deadline.

5. Attendance Registration

All pre-registered shareholders and proxy holders will be registered as attendees before the AGM. Upon attendance registration, a text message with login credential will be sent by Maldives Securities Depository (MSD) to registered mobile numbers. Login credentials will include the login URL [*fahivote.mv*], username and password.

Disclaimer: Login credentials shall not be shared with any person other than the registered shareholder or proxy holder. If a user is logged into the application using a second device, the first device will be automatically signed out. ATM will not be responsible for any issues arising from a user sharing login information to another person or for simultaneous use of credentials on multiple devices.

6. General Information on Participation and Voting

All shareholders on record of the Company as of **15th May 2024** are eligible to attend and vote at the AGM.

Since the AGM is held virtually, all shareholders and proxy holders must pre-register to attend and vote at the AGM. Voting during the AGM will be carried out electronically.

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AGM Process:

- Shareholders and Proxy Holders must be logged in to FahiVote using the login details sent by MSD to attend the AGM.
- Dual language option will be available on FahiVote.
- FahiVote will have a live video cast of the AGM for the attendees to follow the event.
- During the AGM, ongoing agenda items will be highlighted automatically.

Voting during AGM:

- When an Agenda Item is called for voting, the voting screen will appear automatically on Shareholder / Proxy Holder screen.
- The voting type for each Agenda Item will be displayed on the screen.
- All resolutions put to vote at the AGM will be voted on a show of hands (per head) basis by default.
- A poll vote will only be allowed if a shareholder or a proxy holder representing at least 10% of the total shares of the company request for a poll. On a poll vote, each shareholder or a proxy holder will have one vote for each share held.
- The messaging function on FahiVote can be used by shareholders and proxy holders to request for a poll.
- Proxy Holders will be able to vote collectively on behalf of all the shareholders they represent. Login screen will display the total votes you can cast as a proxy.
- Select preferred choice and submit vote. Attendees must make sure to select the mandatory number of choices for each voting agenda item. A confirm vote screen will be prompted once a vote is submitted.
- After the vote is confirmed, a result screen will appear showing details of the results for the voting item.
- If vote is not cast during the time period given, vote will be displayed as abstained.

Discussion by Shareholders:

- Shareholders may email any questions to **investor.relations@takaful.mv**, to be addressed at the AGM before **18th May 2024**.

For any queries regarding pre-registration and proxy registration via Infinity, please contact MSD via phone: 3306868 or email: support@depository.mv

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