



Virtual **GM** User Guide



Attending the **GM** Electronically



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Virtual General Assembly Meeting gives you the opportunity to attend the AGM remotely, participate and vote in real-time, using your smartphone, tablet or computer.

You will need to Visit <https://meetings.lumiconnect.com> using the latest versions of Google Chrome, Firefox, and Safari

❗ To login as a Shareholder or Proxy you must have your Username and password.

Your Username and Password shall be sent to your mobile number/email provided in the registration form.



Using the GM Virtual facility

1 ACCESS

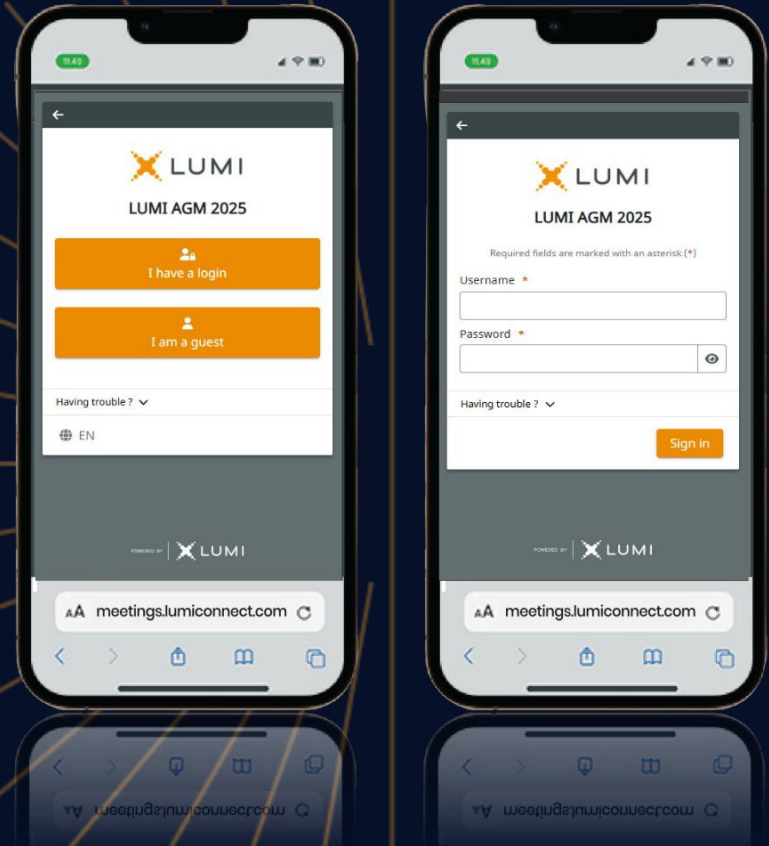
Once you have entered <https://meetings.lumiconnect.com> into your web browser, you'll be prompted to choose one of the two options:

To register as a Shareholder or Proxy (Corporate Representative), Select "I have a login", You will then be required to enter your Username and Password.

If you are a Non-shareholder/Non-Proxyholder, select "I am a guest"

As a guest, you will be prompted to complete all the relevant fields including; company, first name, last name and email address.
(If guests are allowed to attend)

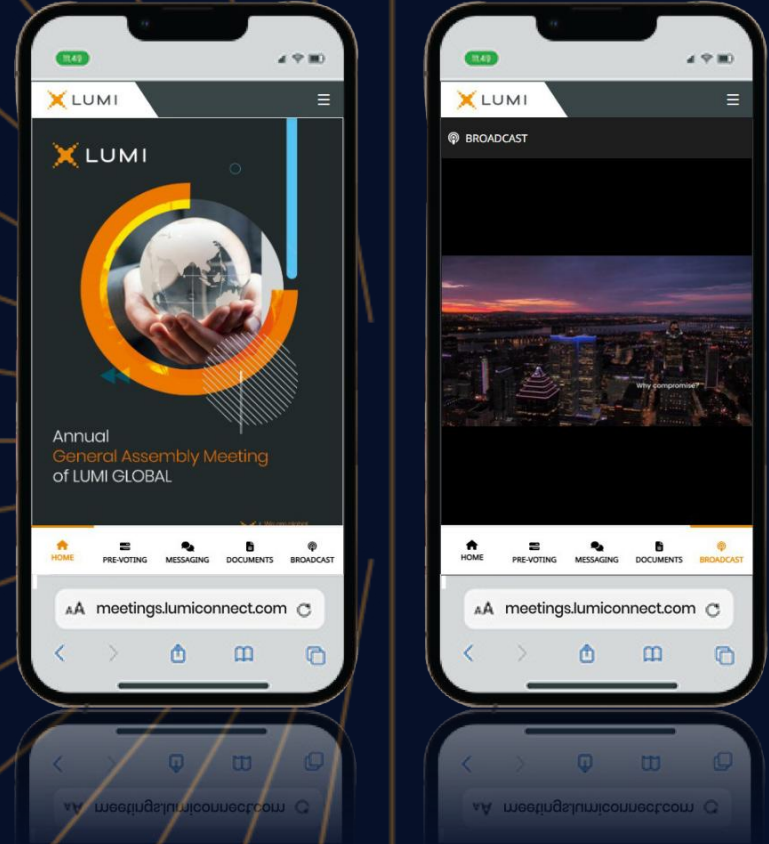
Please note, **Guests** will not be able to ask questions or vote at the meeting.



Using the GM Virtual facility

2 NAVIGATION

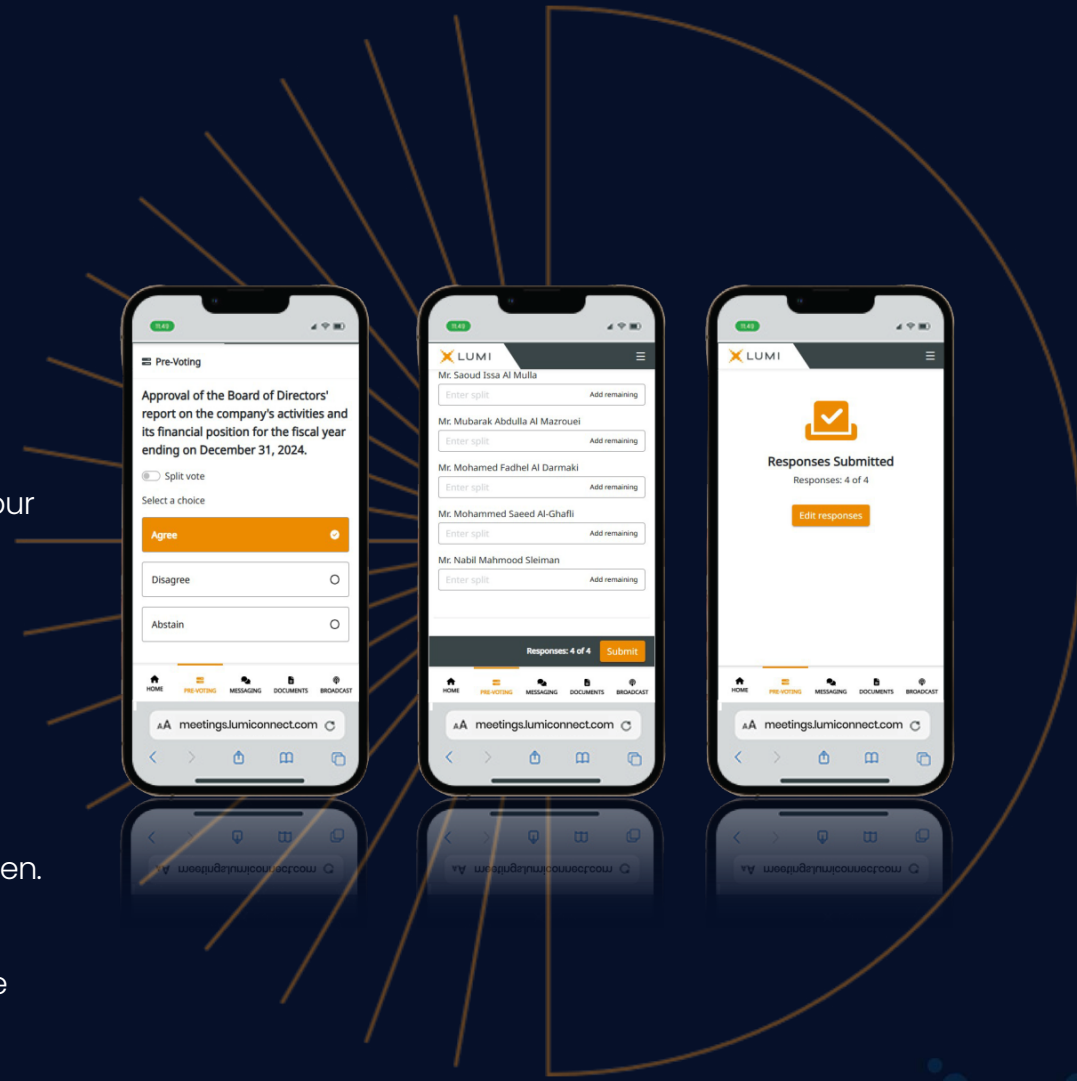
- When successfully authenticated, the Home screen  will be displayed.
- You can check the number of shares that you represent by clicking on the Three Line Menu Icon / Navicon button  at the top right of the screen, then click on the name.
- You can view company information, ask questions and watch the webcast.
- If you would like to watch and Listen to the Live webcast press the broadcast icon at the bottom of the screen. 
- If viewing on a computer the webcast will appear at the right side automatically.



Using the GM Virtual facility

3 PRE – VOTING

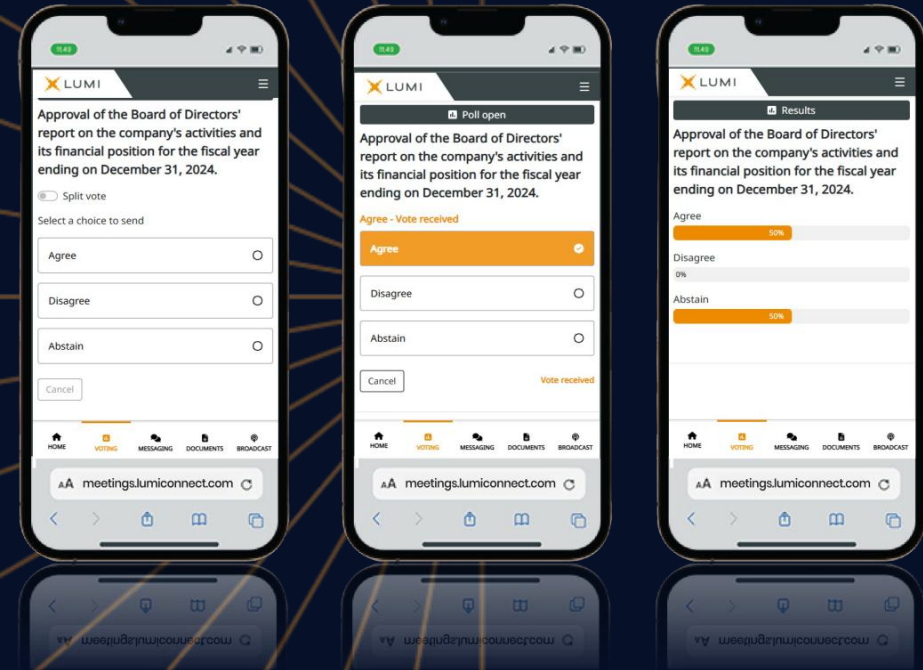
- If you don't want to attend the Live meeting you can use the Pre-Voting.
- The platform allows you to cast your votes electronically and to send questions to the board in advance of General Assembly Meeting.
- Within the Home screen, click on the Pre-Voting icon .
- The poll for all agenda items/Resolutions being put to the meeting will be displayed to your screen.
- You can scroll up and down the list and touch the direction you wish to vote.
- Cast your votes based on your preferences (Agree, Disagree, Abstain).
- To confirm and submit your votes, please press the "Submit" button, a "Vote Received" message will then appear to confirm receipt of their vote.
- Pre-Votes are instantly received in the dashboard platform as soon as a vote is cast.
- You can change your mind as many times as you wish whilst the Pre-Voting period is open.
- Pre-Voting icon will disappear once the meeting starts.
- The results of the pre-voting will be merged and added to the results of live voting on the day of the General Assembly Meeting.
- You can also split your votes among more than one choice by activating the Split Voting button. (If this feature is activated)



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4 LIVE – VOTING

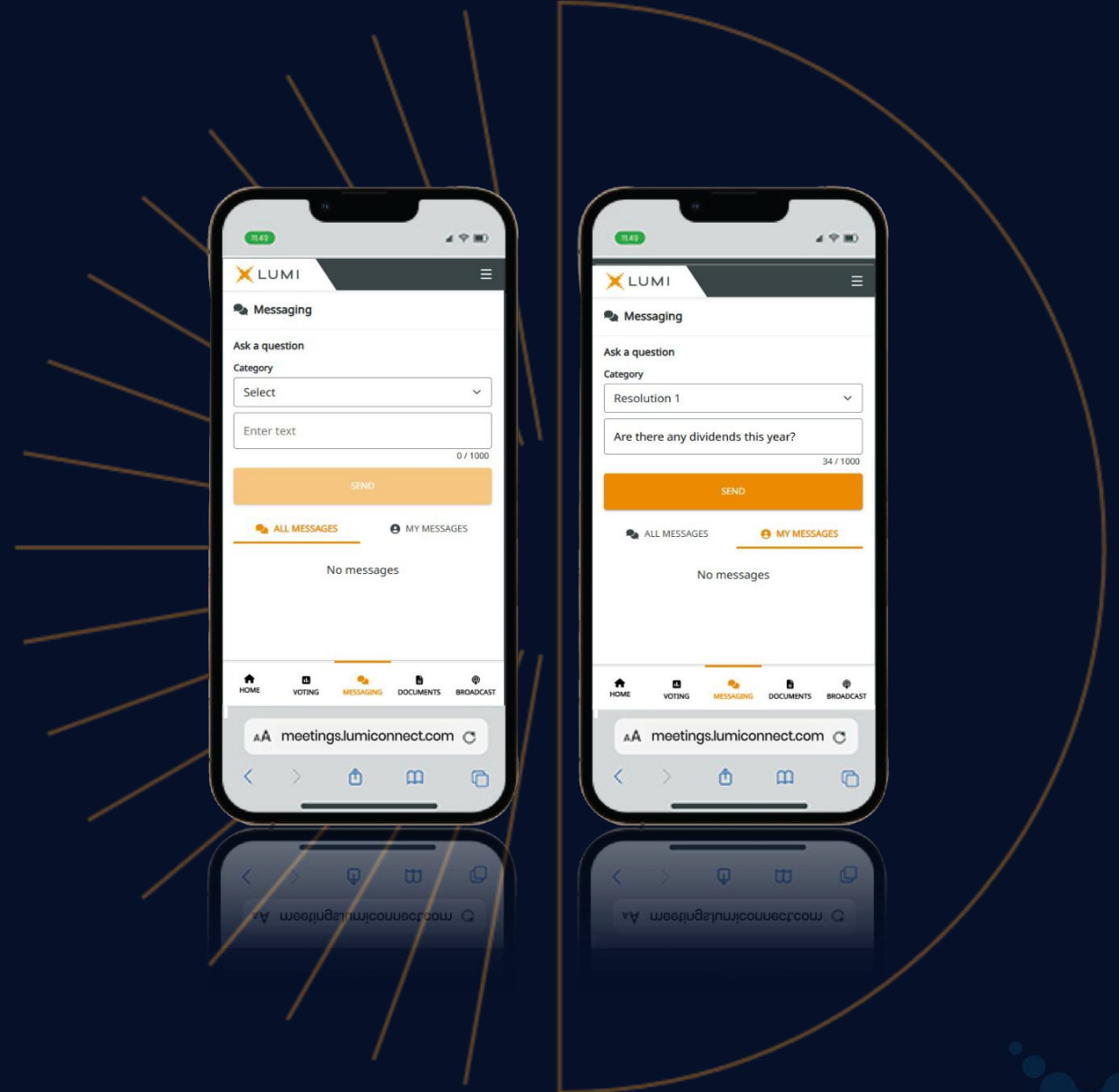
- If you choose to attend the online meeting you will be able to view a live webcast of the meeting, ask the board questions and submit your votes in real time.
- When a poll is open, the agenda item will be displayed (pushed) to your screen along with the voting options.
- To vote, simply select your voting direction from the options shown on screen. When selected, your choice will be highlighted, and your vote is captured in real time. A confirmation message will appear to show your vote has been received. **VOTE RECEIVED**
- To change your vote, simply select another option. If you wish to cancel your vote, please press Cancel.
- At the close of a poll, the result will appear on the screen.
- You will still be able to send messages and view the webcast whilst the poll is open



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5 QUESTIONS

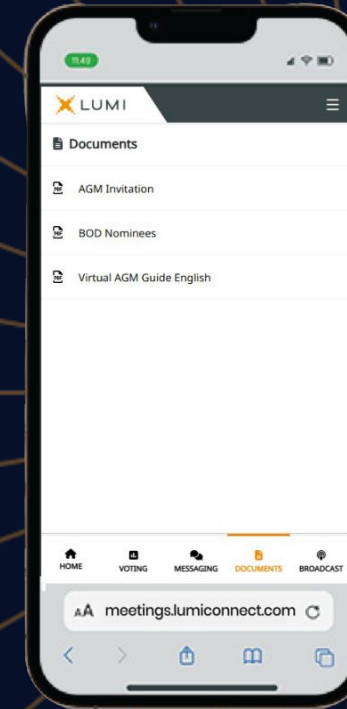
- If you would like to ask a question, select the messaging icon.
- Messages can be submitted at any time during the Q&A session up until the Chairman closes the session.
- Type your message within the chat box.
- Once you are happy with your message click the send button.
- Questions will be moderated before being sent to the chairman to avoid repetition and remove any inappropriate language



Using the GM Virtual facility

6 Documents

- You can view the meeting Documents by clicking on the Documents icon. 📄
- When you click on the documents icon, all the documents related to the General Assembly Meeting will open in your browser.
- You can also download these documents that may consume part of your internet package.





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