Mr. Saif Al Tunaiji	السيد/ سيف الطنيجي المحترم،،،
Head of Issuance and Disclosure Dept.	رئيس إدارة الإصدار والإفصاح
Securities and Commodities Authority	هيئة الأوراق المالية والسلع

Mr. Saif Sayah Al Mansouri
Senior Head of Listed Companies Affairs
Abu Dhabi Securities Exchange

السيد/ سيف صباح المنصوري   المحترم،،،
رئيس أول إدارة شؤون الشركات المدرجة
سوق أبوظبي للأوراق المالية

Date: 05/04/2020

التاريخ: 2020/04/05

O/R: L/NA/01/04/2020

المرجع: ن ا/2020/04/01

Dear Sir,

تحية طيبة وبعد،،

Subject: Electronic Registration and User Guide for Attending and Voting at the AGM of Agthia Group PJSC

الموضوع: تسجيل ودليل المستخدم للحضور والتصويت إلكترونياً في إجتماع الجمعية العمومية لشركة مجموعة أغذية ش.م.ع

Please be informed that the Shareholder, duly registered, will have the right to register only through the link: https://www.smartagm.ae with the Registrar. Further, the Shareholder could follow enclosed registration and user guide below to vote on Agenda items including election of Board Members.

بالإشارة إلى الموضوع أعلاه، نوّد إعلامكم بأنه يكمن لمالك السهم المسجل أصولاً من التسجيل فقط من خلال الرابط الإلكتروني: https://www.smartagm.ae لدى المسجل. كما يمكن لمالك السهم إتباع الإجراءات التالية في التسجيل واستخدام الدليل المرفق للتصويت على بنود جدول إعمال الجمعية العمومية ومن ضمنها التصويت لانتخاب أعضاء مجلس الإدارة.

Thank You and Kind Regards,

وتفضلوا بقبول فائق التقدير والاحترام،،،

نمير العريضي
مقرر مجلس الادارة
Namir El Aridi
Company Secretary

The Agthia Promise

A total
commitment
to quality,
naturally

100% Recycled Paper

إرشـــادات التــســجــيـل لحـضـور اجـتـماع الجـمـــعـيـة العـمـومـيـة عـن بعــــد

Registration Instructions to Attend the Annual General Assembly Meeting Remotely

تـنـظيم الجمعية العمومية عن بعد يمنحك الفرصة لحضور الجمعية والمـشاركة باسـتخـدام هـاتـفك الـذكـي او جـهازك اللوحي او الـكـمـبيوتر. كما يمكنك مـتابـعة الـبث الحـي والمباشـر لمجـريات اجـتماع الجمعية العمومية وطرح الاسئلة والتصويت بشكل فوري ومباشر

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

إرشادات التسجيل لحضور الجمعية العمومية عن بعد
To register for the Annual Meeting Remotely

1 سيتم فتح باب التسجيل لحضور الجمعية العمومية عن بعد قبل يوم عمل واحد من موعد اجتماع الجمعية العمومية

The registration will be ONLY activated one working day prior to the Annual General Assembly.

2 للتسجيل يرجى زيارة بوابة الجمعية العمومية الذكية على الرابط أدناه

Visit the Smart AGM Portal at: www.smartagm.ae

3 بعد التأكد من صحة بياناتك سيتم ارسال رمز الاجتماع التعريفي اضافة الى اسم المستخدم وكلمة السر الخاصة بك عن طريق البريد الالكتروني ورقم الهاتف المتحرك المذكوران في طلب التسجيل قبل يوم واحد من موعد انعقاد الجمعية العمومية

Once the application gets approved a confirmation email will be sent to you including the meeting ID, Username and Password to the email and mobile number provided in the application form one day before the date of the Annual General Meeting.

4 سيتم تزويدك بدليل المستخدم لحضور الجمعية العمومية عن بعد

You will also be provided with a user guide to attend the General Assembly remotely.

هذه الخدمة متاحة فقط للمساهمين، وفي حالة الرغبة بتفويض وكيل للحضور نيابة عنك يرجى تحميل نموذج التوكيل او التواصل مع الشركة للحصول على نموذج التوكيل وتقديمه

This service is available to the shareholders only, if you wish to authorize a proxy to attend on your behalf, please download the proxy form, or contact the company to obtain and submit the proxy form.

Online AGM
User Guide 2020

Attending the AGM electronically

Virtual Annual General Assembly gives you the opportunity to attend the AGM remotely, participate and vote in real-time, using your smartphone, tablet or computer, and you will need to either:

> Download the Lumi AGM app from the Apple App or Google Play Stores by searching for Lumi AGM.

> Visit https://web.lumiagm.com on your smartphone, tablet or computer. You will need the latest versions of Chrome, Safari, Internet Explorer 11, Edge and Firefox. Please ensure your browser is compatible.

!

Meeting ID: xxx-xxx-xxx
To login you must have your Username and password
Your password shall be sent to the mobile number provided in the registration form.


Using the AGM online facility

1 ACCESS

Once you have either downloaded the Lumi AGM app or entered web.lumiagm.com into your web browser, you'll be prompted to enter the Meeting ID.

You will then be required to enter your:
- Username; and
- Password.

> To register as a shareholder, select 'I have a login' and enter your username and password.

> If you are a visitor, select 'I am a guest'
As a guest, you will be prompted to complete all the relevant fields including; title, first name, last name and email address.

! *Please note, visitors will not be able to ask questions or vote at the meeting.*
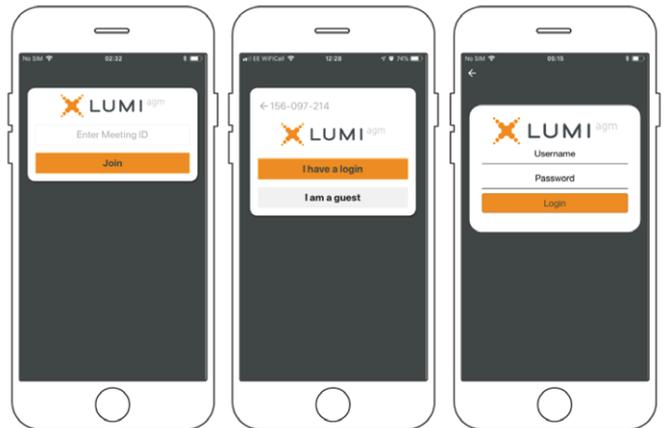
2 NAVIGATION

When successfully authenticated, the info screen [i] will be displayed. Your name and number of shares will be displayed
You can view company information, ask questions and watch the webcast.

If you would like to watch the webcast press the broadcast icon [📡] at the bottom of the screen.

If viewing on a computer the webcast will appear at the side automatically once the meeting has started

Online AGM
User Guide 2020

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 Annual General Meeting.

> Within the Info screen, Click on the Electronic Pre – Voting icon
> The poll for all agenda items/Resolutions being put to the meeting will be displayed to your screen
> You can vote in your own time, at your own pace
> You can scroll up and down the list and touch the direction you wish to vote
> Cast your votes based on your preferences (For, Against, Abstain)
> Once you are happy with your votes, please press the 'Next' button.
> A confirmation screen will appear, listing the resolutions and the direction you intend to vote.
> 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.
> You can also split your votes among more than one choice by activating the **Split Voting** bottom.
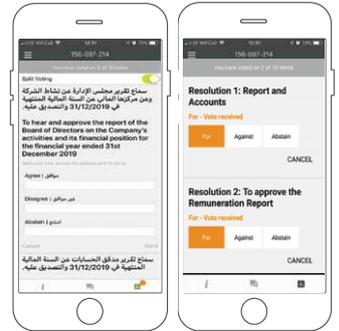
④ LIVE - VOTING

If you choose to participate online you will be able to view a live webcast of the meeting, ask the board questions and submit your votes in real time. Please make sure to log in at the start of the meeting

> 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. *For - Vote received*

> To change your vote, simply select another direction. 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.

⑤ QUESTIONS

> Any shareholder or appointed proxy attending the meeting is eligible to ask 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 at the bottom of the messaging screen.

> Once you are happy with your message click the send button.

> Questions sent online platform will be moderated before being sent to the chairman.

> This is to avoid repetition and remove any inappropriate language.

⑥ DOWNLOADS

> Links are present on the info screen . When you click on a link, the selected document will open in your browser.

> Data usage for streaming the annual shareholders' meeting or downloading documents via the AGM platform varies depending on individual use, the specific device being used for streaming or download (Android, iPhone, etc) and the network connection (3G, 4G).

انتخاب مجلس الادارة

عند فتح التصويت ستظهر شاشة بأسماء المرشحين مع خيارات توزيع الاصوات

للتصويت ما عليك سوى توزيع الاصوات التي تملكها بين العدد المسموح به من المرشحين.

لا يمكن توزيع الاصوات لعدد اكبر من المرشحين المسموح به.

كما لا يمكنك توزيع عدد اكبر من الاصوات التي تملكها.

عند توزيع عدد اقل من الاصوات التي تملكها ستظهر رسالة تنبيه تشير الى عدد الاصوات المتبقية لديك والتي لم يتم توزيعها.

يمكنك تعديل تصويتك اثناء جلسة التصويت، كما بامكانك الغاء التصويت بالضغط على زر الالغاء

عند الانتهاء من توزيع الاصوات اضغط على زر الارسال.

يتم استلام تصويتك بشكل فوري وحفظه في النظام

BOD - Election

When a poll is open, the nominees list will be displayed (pushed) to your screen along with the voting options.

To vote, simply distribute your votes among the required number of nominees.
You can't distribute your votes to more than the required number of nominees.
You can't distribute more than your votes.
If you distribute less than your total votes a popup message will appear asking you to add the remaining votes.
To change your vote, simply select another direction. If you wish to cancel your vote, please press Cancel

Once you are happy with your choices simply press send.
Your votes instantly received in the dashboard platform as soon as a vote is sent.