


Mutual Trust Bank PLC's AGM Operational Manual



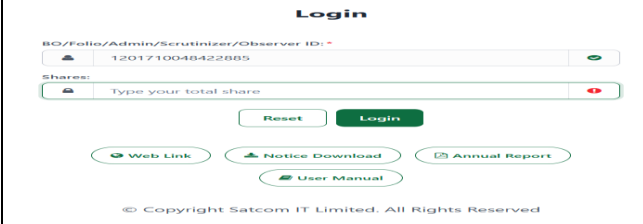
Virtual AGM & e-voting system with this simple step for Shareholder:


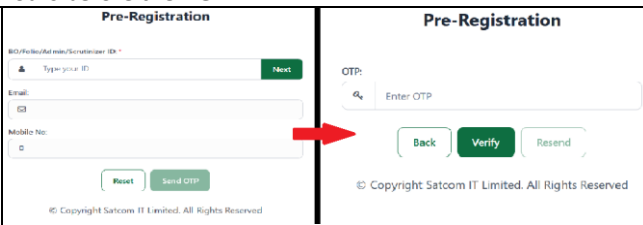
Supported Browser: Latest version of


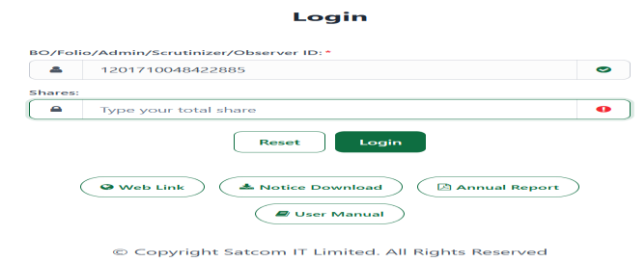
Google Chrome , Microsoft Edge , Opera , Safari , Mozilla Firefox 


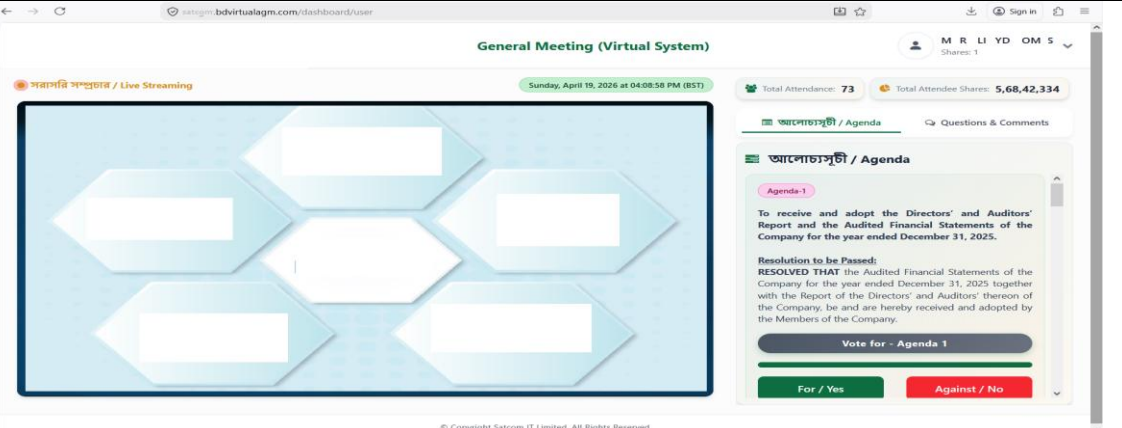
Supported Device: Laptop, Desktop, Tab, Mobile (android/ iPhone)

 <p>Step - 1</p>	<p>Log in to the link-</p>
	<p>https://mutualtrustbank.bdvirtualagm.com</p>

 <p>Step - 2</p>	<p>Log on Interface</p>	
	<p>Before Activation</p> 	<p>After Activation</p> 

 <p>Step - 2</p>	<p>Pre Registration</p> <p>As per directive No. BSEC/CMRCD/2009-193/08 dated 10 March 2021, Shareholders who would like to join the meeting and casting the votes may pre-register themselves by putting their BO/Folio ID and their registered e-mail address/mobile number 24 hours before the AGM.</p>	
	<p>Pre Registration:</p> <ol style="list-style-type: none"> Click Pre Registration button then Type 16 digit BO number* Click Send OTP button then Type OTP Number Click Verify button 	


 <p>Step - 3</p>	<p>Login screen:</p> <ol style="list-style-type: none"> Type 16 digit BO number or Folio number* Click Next button then Type Number of Share(s) as on record date* Click Login button
	

 <p>Step - 4</p>	<p>Shareholders can see:</p> <ol style="list-style-type: none"> Live Streaming, b) Total attendance (Number of Shareholders with Total Shares), Agenda & Agenda wise voting result d) Question & Comments.
	

Step - 5

Shareholders can do:
 Shareholders can **vote** (Yes / No) for any Agenda
 Click on **Green** Button for **For/ Yes**
 or
 Click on **Red** Button for **Against/ No**

Step - 6

Shareholders can do:
 Shareholder can submit **Question or Comments.**
Type your **Question or Comments** (English or Bangla) then
 Click **Send**  Button.

Step - 7

Shareholders can download & Logout:
 Shareholder can **download** **Annual Report, Notice, User Manual** & can see **company's web site**
 and
 Shareholder can **Logout** the AGM & e-voting system
 Click down arrow at right corner then
 Click **Web Link** or
 Click **Notice Download** or
 Click **Annual Report** or
 Click **Logout**