

E-voting Service User Manual

EXTRAORDINARY GENERAL ASSEMBLY MEETING

(First Meeting) Attendance
in-person and via modern technology means.

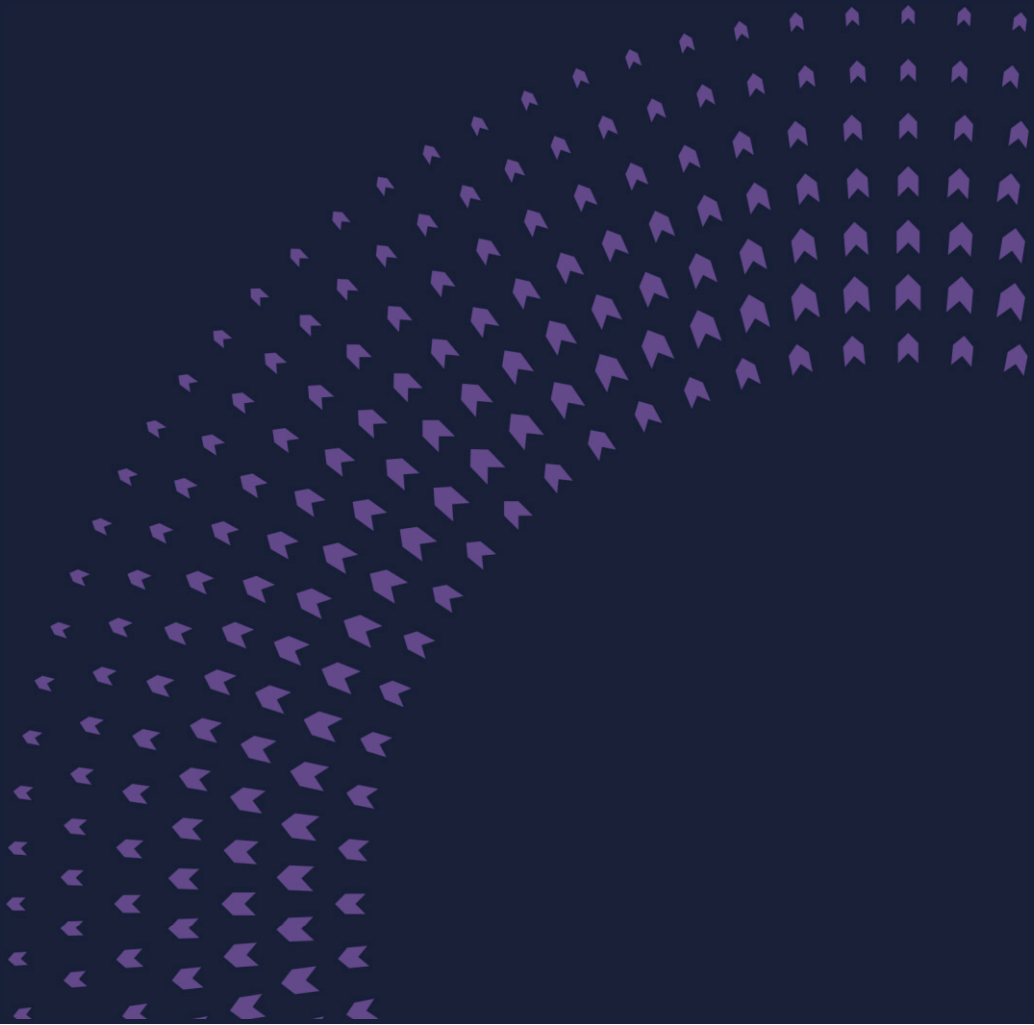
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من مجموعة تداول السعودية
From Saudi Tadawul Group

E-voting Service User Manual



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Introduction

This guide explains electronic voting via the Tadawulaty system, which utilizes online systems to facilitate the provision of services by the Securities Depository Company (Edaa) to shareholders of joint-stock companies within the Saudi capital market. The goal of this guide is to educate users, particularly dealers, on how to take advantage of the services offered by Edaa.

Note

If a shareholder attends the General Assembly

and casts their vote using a voting card, any previously submitted electronic votes through the Tadawulaty system will be canceled.

About Tadawulaty

Tadawulaty is an integrated system for several services provided by the Securities Depository Center Company (Edaa) in cooperation with its custody members.

Tadawulaty is a collection of financial services designed to cater to the diverse requirements of investors and joint stock companies. It offers significant benefits to all participants in the investment process and contributes to the growth and development of the Saudi financial market. For further details on the Tadawulaty system, please visit: www.edaa.com.sa.

Login to Tadawulaty

- Login to Tadawulaty by entering your username and password.

الإداع Edaa

Tadawulaty is a new suite of services offered by the Saudi Securities Depository Center Company (Edaa) in cooperation with the Authorized Persons (brokerage firms). It encompasses a bundle of new financial services targeted at the different segments of investors as well as issuers.

How to register

LOG IN TO TADAWULATY

Username

Password

Security Code

Login

Forgot Username or Password?

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- Insert the 'one-day password' which will be sent via email and SMS, then login.

الإداع Edaa

The authentication code for the login will be sent to your registered mobile number. Please enter the code below once you receive this message.

SMS delivery is subject to delay based on the traffic at service provider.

ONE TIME PASSWORD

One Time Password

Login

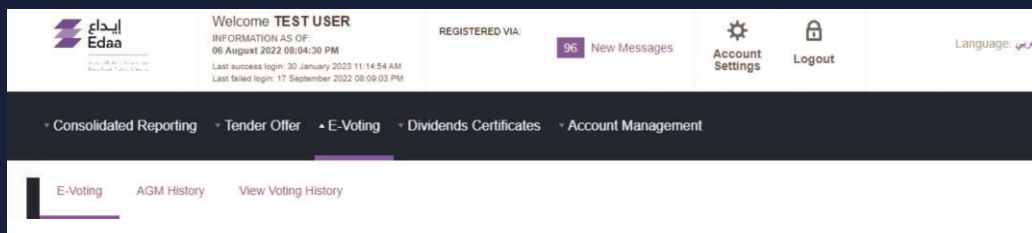
Regenerate One Time Password

Note

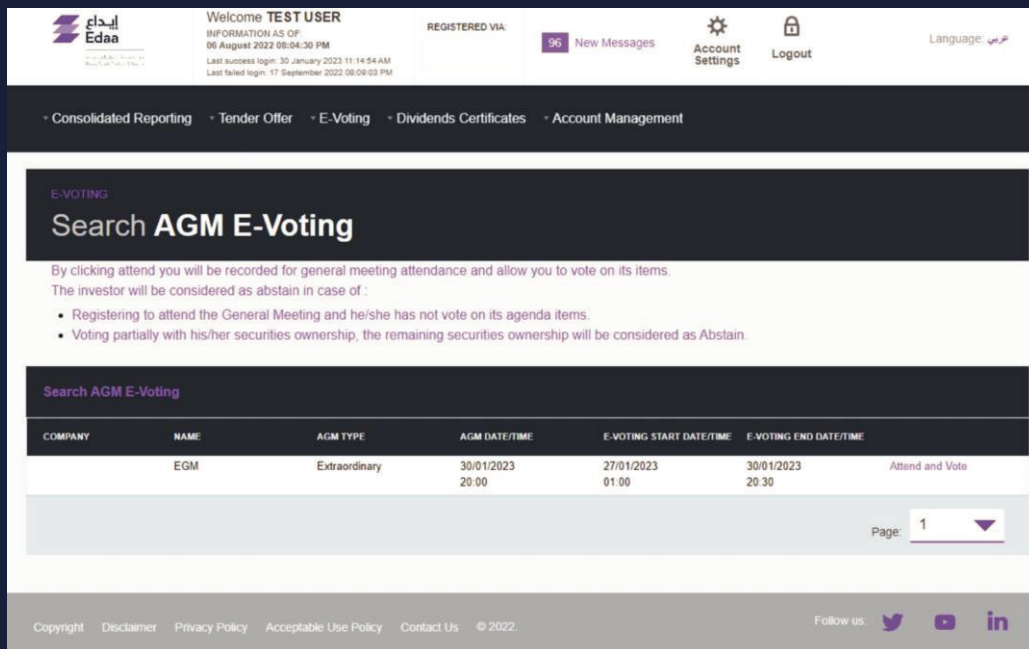
The one-day password can be reused to access your Tadawulaty account within 24 hours.

Choosing The General Meeting

- To start voting on the agenda of the general assembly for a joint-stock company, click on 'E- Voting' from the main menu, and then select 'E-voting' from the drop-down list.

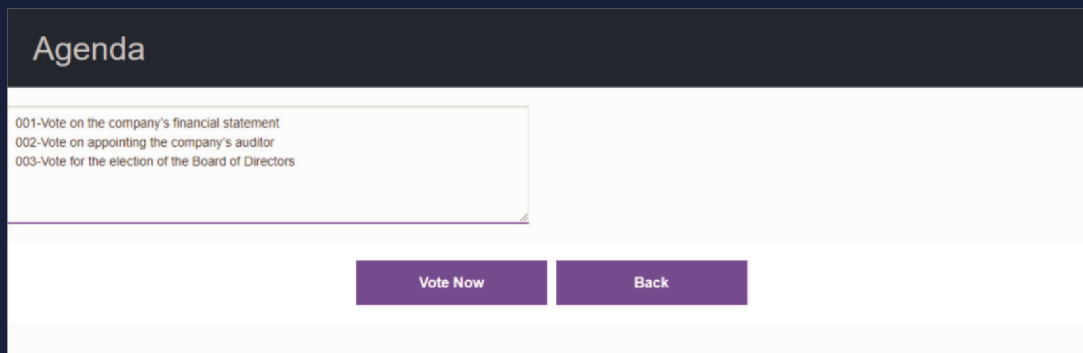


- The platform will present a list of upcoming general meetings where you hold voting rights. The list will display key details about each meeting. To cast your vote, click on the 'Attend and Vote' option.



Choosing The General Meeting

- The general meetings agenda will appear. To start voting, click on the 'Vote Now' option.



The screenshot shows a web interface with a dark header bar containing the word "Agenda". Below the header, there is a white box containing a list of items:

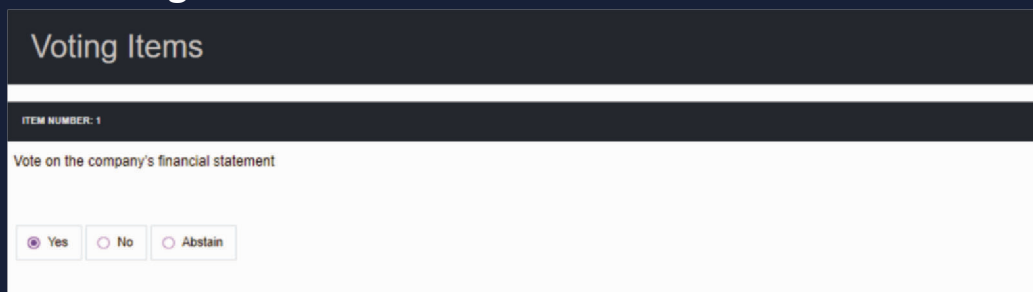
- 001-Vote on the company's financial statement
- 002-Vote on appointing the company's auditor
- 003-Vote for the election of the Board of Directors

At the bottom of the page, there are two buttons: "Vote Now" and "Back".

Process to vote on the agenda for a General Meeting

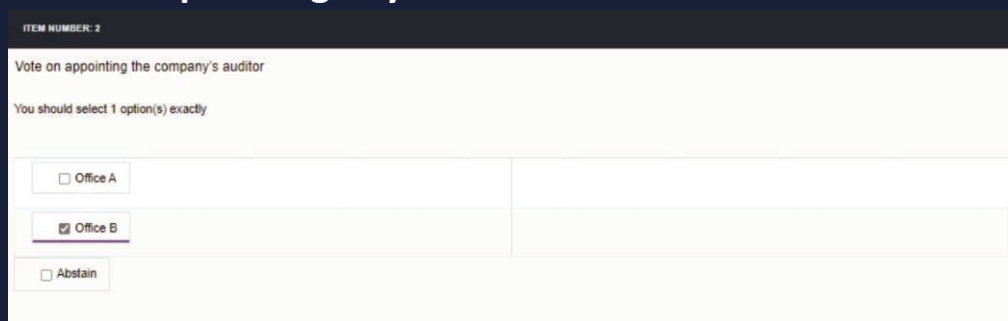
- After clicking on the 'Vote Now' option, you will be able to review the agenda of the general meeting in detail and vote on it according to the voting mechanism used for each agenda.

01 **Simple vote:** You can vote on an agenda by approving, rejecting, or abstaining.



The screenshot shows a web interface titled "Voting Items". Below the title, it says "ITEM NUMBER: 1". The main heading is "Vote on the company's financial statement". At the bottom, there are three radio button options: "Yes" (which is selected), "No", and "Abstain".

02 **Accumulated vote:** You will be granted voting rights based on the number of shares you own. This allows each investor to cast their vote for one candidate or divide their votes among multiple candidates without duplicating any votes.



The screenshot shows a web interface titled "Voting Items". Below the title, it says "ITEM NUMBER: 2". The main heading is "Vote on appointing the company's auditor". Below this, it says "You should select 1 option(s) exactly". There are three checkbox options: "Office A", "Office B" (which is checked), and "Abstain".

Process to vote on the agenda for a General Meeting

03 Election vote: The shareholder votes on the number of candidates according to the amount of owned shares, regardless of how the shares are distributed among the candidates.

ITEM NUMBER: 3

Vote for the election of the Board of Directors

Minimum selections: 1 option(s)/Maximum selections: 3 option(s)

<input checked="" type="checkbox"/> saleh	Percentage 25 %	
<input type="checkbox"/> osama	Percentage %	
<input checked="" type="checkbox"/> Omar	Percentage 50 %	
<input checked="" type="checkbox"/> Bader	Percentage 25 %	
<input type="checkbox"/> Ahmed	Percentage %	
<input type="checkbox"/> Abstain		

■ Click on the 'vote' option at the end of the page to save your voting results.

Vote	Back
------	------

Voting amendment

- You can modify your votes during the electronic voting period by logging into the Tadawulaty system and selecting the general meeting you wish to amend your vote for. You can do so by clicking on the 'Attend and Vote' option.

The screenshot shows the Tadawulaty E-Voting system interface. At the top, there is a header with the Edaa logo, user information for 'TEST USER', and navigation links like 'Consolidated Reporting', 'Tender Offer', 'E-Voting', 'Dividends Certificates', and 'Account Management'. The main section is titled 'Search AGM E-Voting' and includes instructions on how to use the system. Below this, there is a table with columns for 'COMPANY', 'NAME', 'AGM TYPE', 'AGM DATE/TIME', 'E-VOTING START DATE/TIME', and 'E-VOTING END DATE/TIME'. The table lists an 'EGM' (Extraordinary General Meeting) on 30/01/2023. To the right of the table, there is a 'Page: 1' dropdown menu. At the bottom, there are links for 'Copyright', 'Disclaimer', 'Privacy Policy', 'Acceptable Use Policy', 'Contact Us', and '© 2022', along with social media icons for Twitter, YouTube, and LinkedIn.

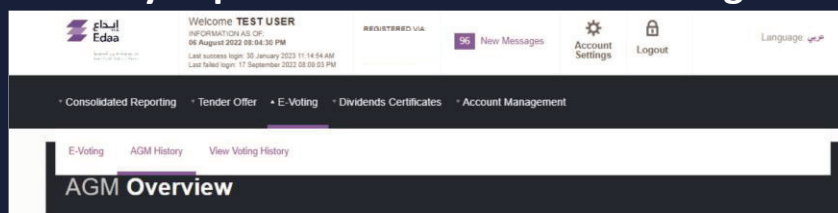
COMPANY	NAME	AGM TYPE	AGM DATE/TIME	E-VOTING START DATE/TIME	E-VOTING END DATE/TIME
	EGM	Extraordinary	30/01/2023 20:00	27/01/2023 01:00	30/01/2023 20:30

- When you log into the Tadawulaty system, you will be able to view the agenda of the general meeting they selected. To modify your vote, you can click on the 'Update Vote' option which will allow you to enter the general meeting's agenda and make the necessary amendments.

The screenshot shows the 'Agenda' page in the Tadawulaty system. It features a list of agenda items: '001-Vote on the company's financial statement', '002-Vote on appointing the company's auditor', and '003-Vote for the election of the Board of Directors'. Below the list, there are three buttons: 'Update Vote', 'Cancel Vote', and 'Back'.

AGM results history

- To review the results of previous general meetings, you can enter the Tadawulaty system and select 'E – voting' from the main menu, then click on the "AGM history" option to access the search engine.



To search for information, you can either choose the 'Joint stock company' or 'Date of the general meeting' option, and then click on the 'Search' button. The system will display the results, and you can review the details of previous general meetings by selecting 'View the summary of the general meeting' for the chosen AGM.

A screenshot of the 'AGM History' search interface. It features a search form with a 'COMPANY' dropdown menu and a 'DATE OF AGM' section with two date pickers. Below the form are 'Search' and 'New search' buttons. The results section is titled 'SEARCH RESULTS' and contains a table with columns: 'COMPANY', 'NAME', 'AGM TYPE', 'AGM STATUS', and 'AGM DATE/TIME'.

Note

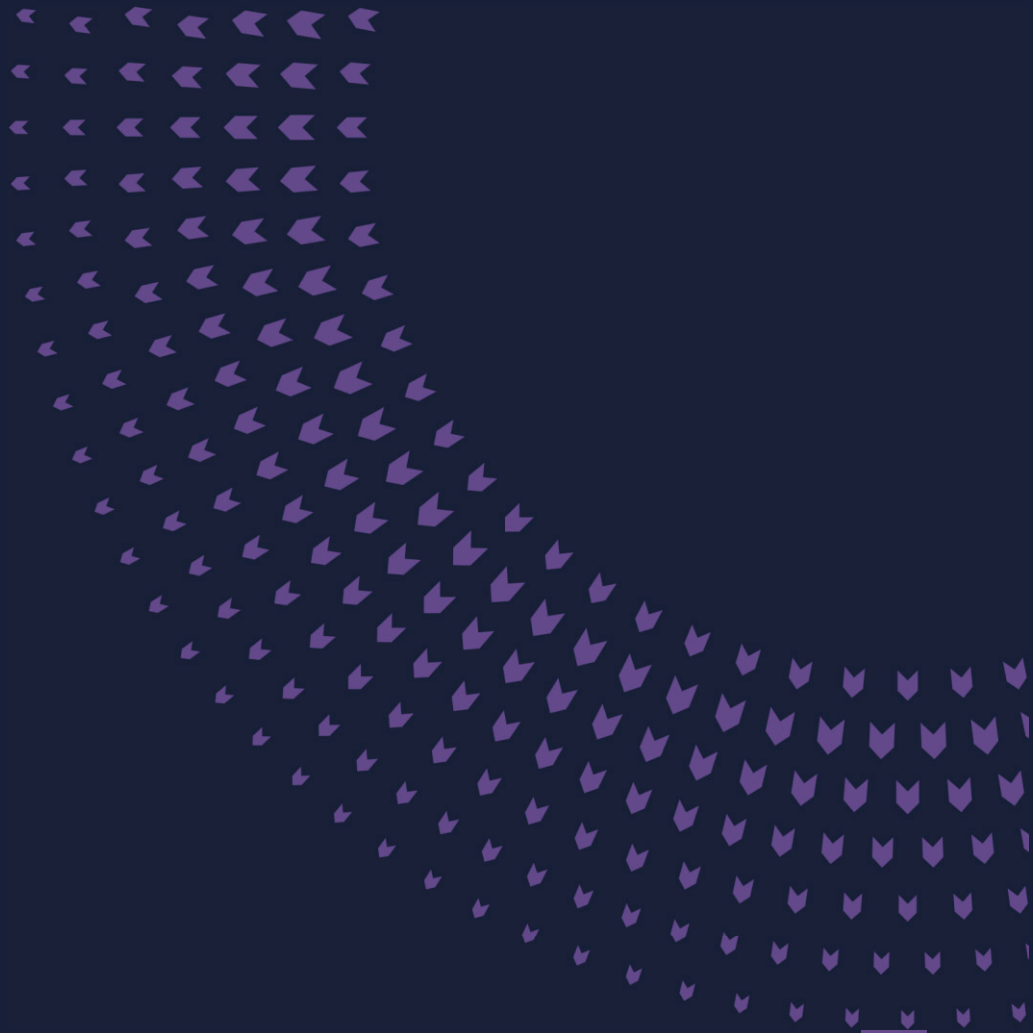
You can display the voting results of the general meeting in PDF.

View Voting History

- You can select 'E-voting' from the main menu, then click on 'View Voting History' to be able to view the history of previous voting.

The screenshot displays the Edaa E-Voting system interface. At the top, the header includes the Edaa logo, a welcome message for 'TEST USER', and user information as of 06 August 2022. A navigation bar below the header contains links for Consolidated Reporting, Tender Offer, E-Voting (selected), Dividends Certificates, and Account Management. The main content area shows a sub-navigation bar with E-Voting, AGM History, and View Voting History (selected). Below this, the 'Voting History' section is titled, followed by a table of voting records.

VOTING HISTORY					
COMPANY	NAME	AGM TYPE	AGM STATUS	AGM DATE/TIME	
	الجمعية العامة	Ordinary	Closed	10/03/2023 18:30	View My Voting



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