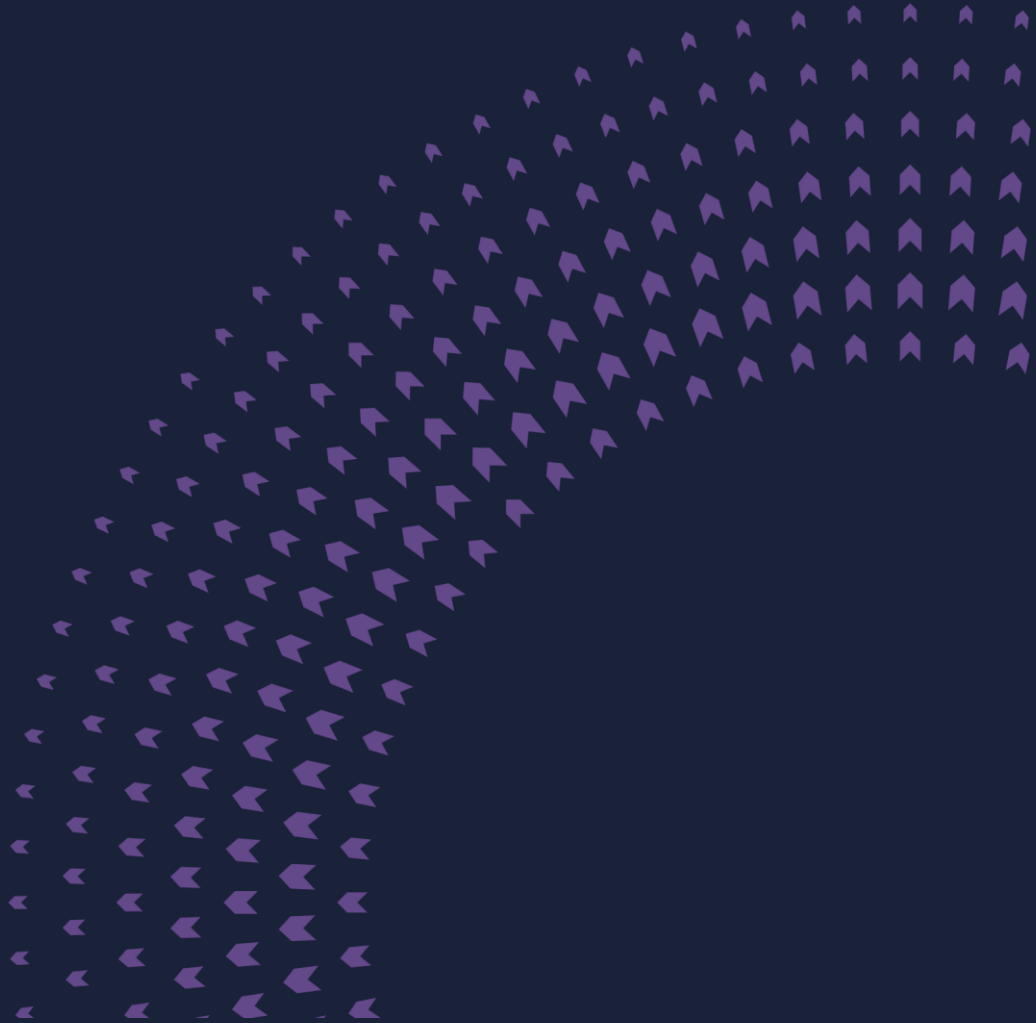




من مجموعة تداول السعودية
From Saudi Tadawul Group

E-voting Service User Manual



Contents

Introduction	03
About Tadawulaty	04
Login To Tadawulaty	05
General Meeting	06
Process to vote on the agenda for a General Meeting	08
Voting Amendment	10
AGM Results History	11
View Voting History	12

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.

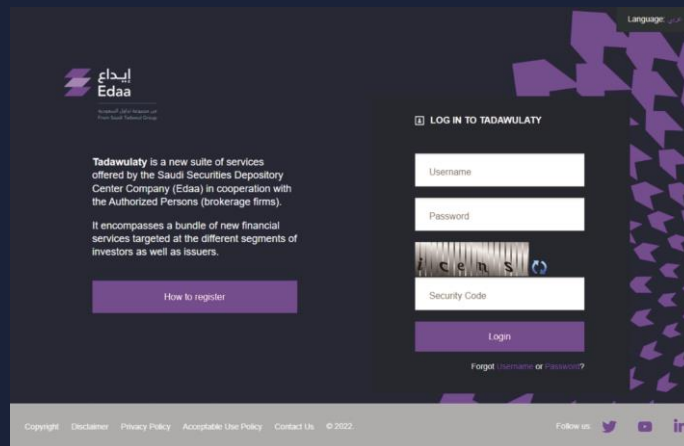
About Tadawulaty

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.

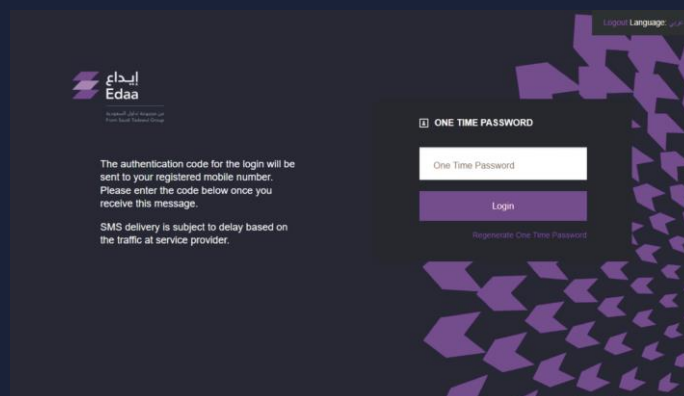
Login to Tadawulaty

- Login to Tadawulaty by entering your username and password.



The screenshot shows the Tadawulaty login interface. On the left, there is a logo for 'إيداع Edaa' and a brief description of the service. The main content area is titled 'LOG IN TO TADAWULATY' and contains three input fields: 'Username', 'Password', and 'Security Code'. Below these fields is a purple 'Login' button and a link for 'Forgot Username or Password?'. At the bottom of the page, there are links for 'Copyright', 'Disclaimer', 'Privacy Policy', 'Acceptable Use Policy', and 'Contact Us', along with social media icons for Facebook, Twitter, YouTube, and LinkedIn.

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



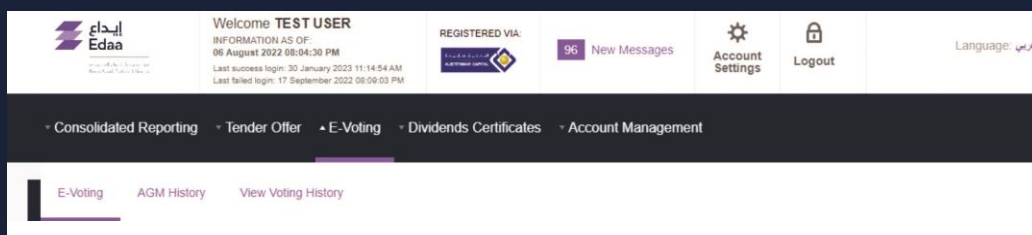
The screenshot shows the one-time password verification step. It features a message stating: 'The authentication code for the login will be sent to your registered mobile number. Please enter the code below once you receive this message. SMS delivery is subject to delay based on the traffic at service provider.' Below the message is a 'ONE TIME PASSWORD' section with a single input field and a purple 'Login' button. A link for 'Regenerate One Time Password' is located below the button.

Note

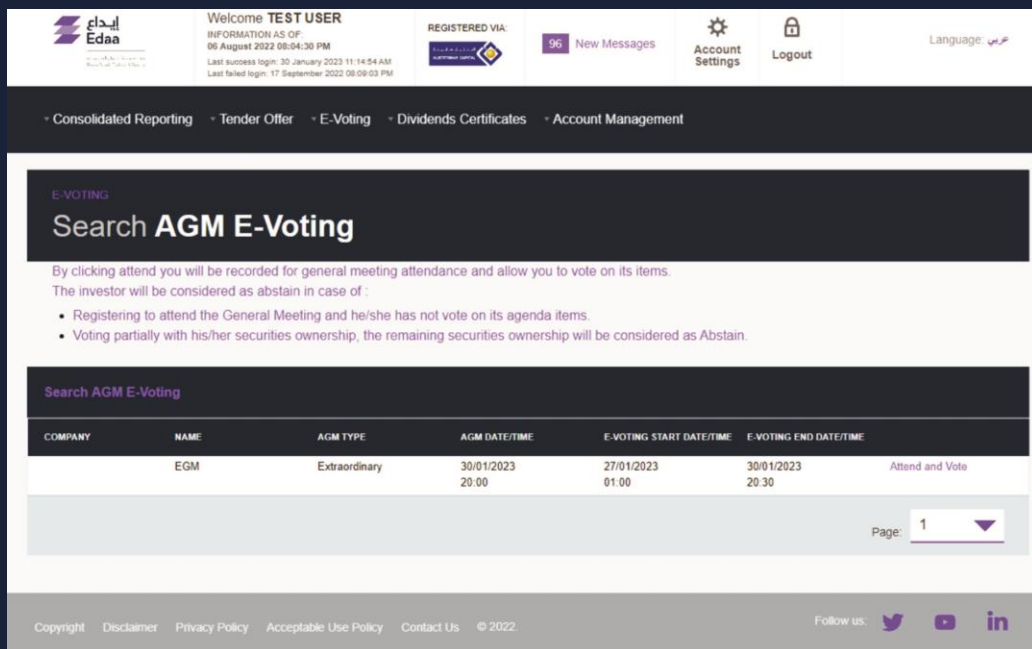
The one-day password can be reused to access your Tadawulaty account within 24 hours.

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.

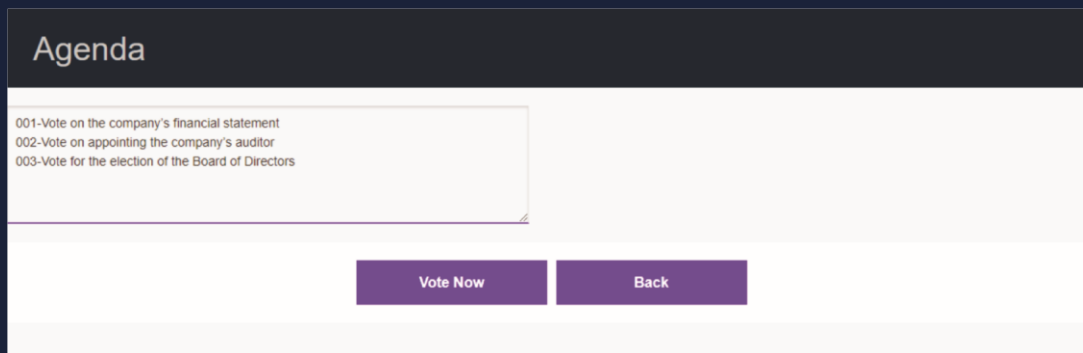


- The platform will present a list of upcoming general meetings where you hold voting rights. The list will display key details about each meeting. To cast your vote, click on the 'Attend and Vote' option.



Choosing The General Meeting

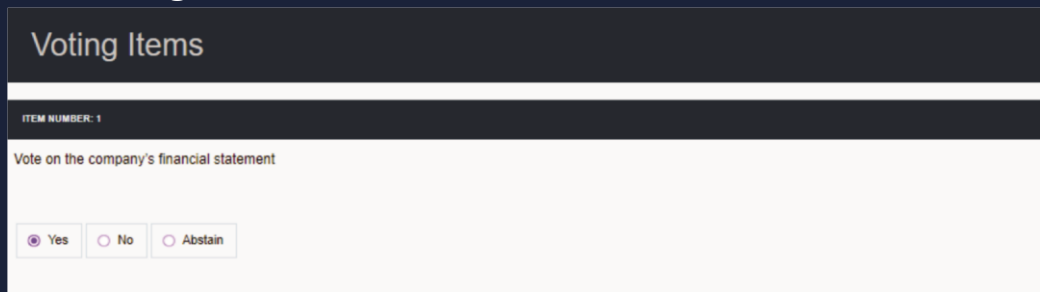
- The general meetings agenda will appear. To start voting, click on the 'Vote Now' option.



Process to vote on the agenda for a General Meeting

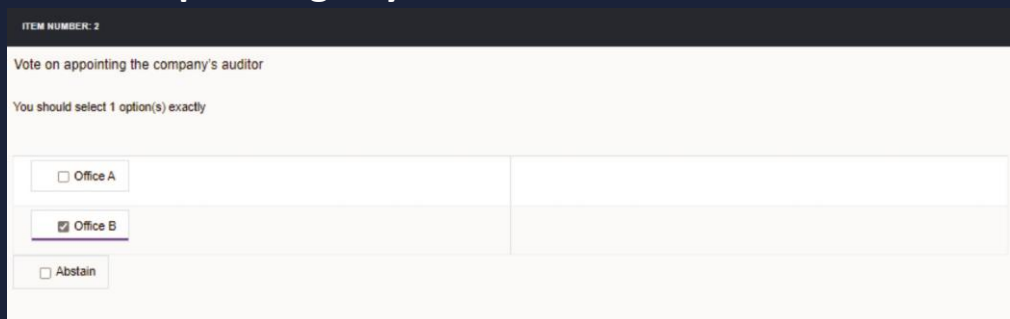
- After clicking on the 'Vote Now' option, you will be able to review the agenda of the general meeting in detail and vote on it according to the voting mechanism used for each agenda.

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



The screenshot shows a voting interface titled "Voting Items". Below the title, it indicates "ITEM NUMBER: 1" and the voting question: "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 voting interface titled "ITEM NUMBER: 2" with the question: "Vote on appointing the company's auditor". Below the question, it states "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 **Proportional 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

Mininum 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 user interface of the Tadawulaty E-Voting system. At the top, there is a header with the Edaa logo, user information for 'TEST USER', and navigation links for 'Consolidated Reporting', 'Tender Offer', 'E-Voting', 'Dividends Certificates', and 'Account Management'. The main content area is titled 'Search AGM E-Voting' and includes instructions on how to use the 'Attend and Vote' option. Below this, there is a table listing available AGMs for voting.

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	Attend and Vote

Page: 1

- 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.

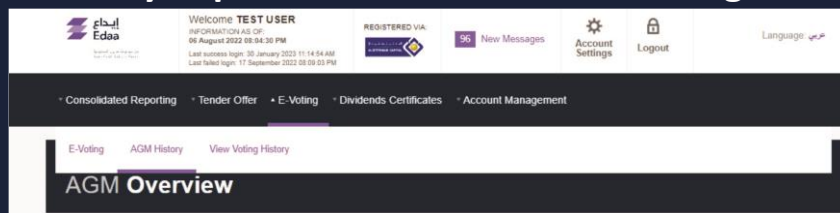
The screenshot shows the 'Agenda' page in the Tadawulaty system. It displays a list of agenda items for a general meeting:

- 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 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. The page title is 'AGM History'. There are two search criteria: 'COMPANY' with a dropdown menu and 'DATE OF AGM' with two date pickers. Below the search criteria are two buttons: 'Search' and 'New search'. At the bottom, there is a section for 'SEARCH RESULTS' with a table header containing columns: 'COMPANY', 'NAME', 'AGM TYPE', 'AGM STATUS', and 'AGM DATE/TIME'.

Note

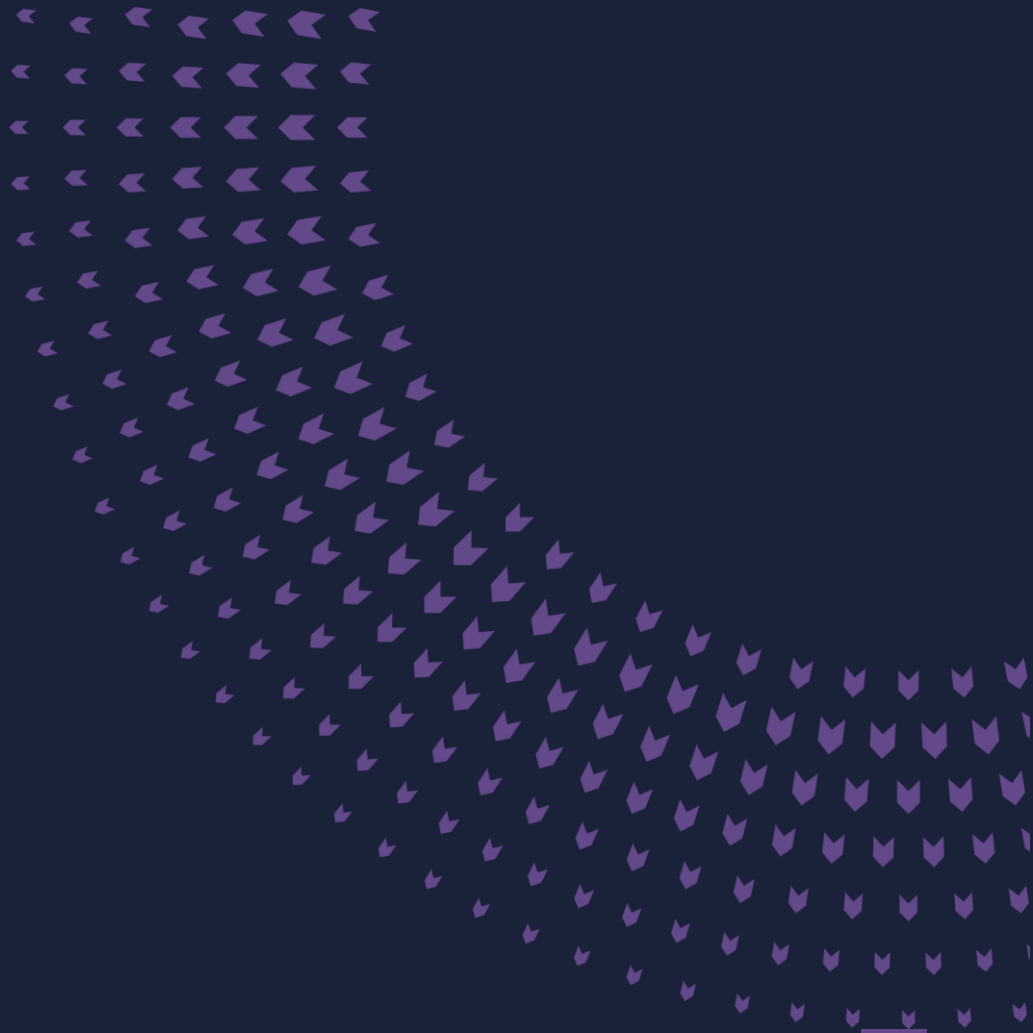
You can display the voting results of the general meeting in PDF.

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 Edea E-Voting system interface. At the top, there is a header with the Edea logo, user information for 'TEST USER', and navigation links for 'Consolidated Reporting', 'Tender Offer', 'E-Voting', 'Dividends Certificates', and 'Account Management'. The 'E-Voting' menu is expanded, showing 'E-Voting', 'AGM History', and 'View Voting History'. The 'View Voting History' page is active, displaying a table of voting history.

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



E-Voting Service Manual

92 000 2600

@EdaaKSA

edaa.com.sa

