



## PROXY FORM

Shareholder Name: \_\_\_\_\_

No of Share: \_\_\_\_\_ Investor (NIN) No: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(If different from named shareholder)

Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

Please attach latest valid ID or passport or  
if Corporate Shareholder - Commercial Registration/ Computer Card

I/We, being the Shareholder named above of Qatar First Bank LLC (PUBLIC) (the “Company”) hereby agree as follows:

### Appointment of Proxy:

I/We appoint the person named below by the shareholder, as my/our proxy to attend, vote, speak, and ask questions on my/our behalf at the Extraordinary General Assembly Meeting (“EGM”) of the Company referred to in the attached invitations and any adjournments thereafter for the EGM meetings:

Name: \_\_\_\_\_

Passport No./ID No: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation (if Corporate Shareholder): \_\_\_\_\_

Date: \_\_\_\_\_

### Notes:

#### 1. Proxy Form

This form must be signed and received by the Company Secretary not less than 24 hours before the time of the Extraordinary General Assembly Meeting:

- (i) by Q-Post addressed to “Company Secretary, Qatar First Bank LLC (Public), PO Box 28028, Doha, Qatar”.
- (ii) by email: [registration@qfb.com.qa](mailto:registration@qfb.com.qa)
- (iii) via fax number: +974 4448 3360
- (iv) in person to the ‘Head of Corporate Service’ department at 4<sup>th</sup> Floor, QFB Offices, Doha, Qatar., Sunday to Thursday from 09:00 A.M to 05:00 P.M

## Clarification on Participation and Voting Procedures at the EGM

Shareholders who wish to attend the virtual meeting must send the above information and documents at least two days before the EGM meeting.

Initial ZOOM link - for registration and verification of participant identity (will be shared two hours before the EGM meeting starts)

Second ZOOM link - in order to attend the EGM (will be shared upon successful registration before the EGM meeting).

During the meeting, shareholders or their proxies can raise their questions by raising hand OR sending them through CHATBOX.

In case a shareholder or a proxy has an objection to one of agenda items, they will be able to use 'Raise Hand' option to express their objection.

## 2. Identification for Shareholders

In case the Shareholder is a legal entity, this form must be submitted with:

- (i) An authorization letter duly signed by an authorized signatory appointing a natural person as a representative
- (ii) Copy of the latest valid computer card; and
- (iii) Commercial registration extract.

In case the Shareholder is a natural person, a copy of the ID or passport of the Shareholder should be presented. A copy of proxy's ID or passport should be attached if different from the named proxies in the form. Failure to provide the necessary evidence of authorization as outlined in this authorization form may invalidate the proposed appointment of the proxy.

## 3. Proxy

Each Shareholder is entitled to appoint one proxy for the meeting. The proxy needs to be another shareholder of QFB but not a Board member, provided that such Shareholder by proxy does not own more than 5% of the capital shares of the Company. The Company shall deem this appointment of proxy as irrevocable until conclusion of the respective General Meeting or any adjournments thereof. The Shareholder shall have the right to revoke the proxy in writing following the conclusion of the General Meeting, provided that the proxy shall remain in full force and effect until a written notice is received by the Company confirming its revocation.

Except for legal entities, each Shareholder may not represent, whether on behalf of him/herself and/or other shareholders, more than 25% of the total votes present at the Extra-ordinary Meeting.



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#### 4. General Notice

- (i) Any modifications to the form (except where shareholders' details and information are added) shall render the form null and void.
- (ii) The proxy form shall be valid for and any adjournments thereafter for the EGM meetings.

Please feel free to contact the Investor relations team at [registration@qfb.com.qa](mailto:registration@qfb.com.qa) or [investor@qfb.com.qa](mailto:investor@qfb.com.qa) if you have any queries on the foregoing.