

Registration Process for shareholders and proxies

Qatar First Bank will be held its Extraordinary General Meeting virtually using Zoom application as follows:

Extraordinary general meeting	31 July 2022	04:30 pm
Extraordinary general meeting (in case of its adjournment)	01 Aug 2022	04:30 pm
Extraordinary general meeting (in case of its adjournment)	04 September 2022	04:30 pm

Further to the invitation of QFB to attend the Extraordinary General Assembly meeting which was published in the newspaper on 04th July 2022 please note the below.

Shareholders, or their proxies, will be required to send a copy of the following documents to the email address: registration@qfb.com.qa OR can visit QFB head office in Al Sadd in order to handover the below set of documents

- Copy of the Qatari ID or passport
- Shareholder's number (NIN) at QCSD
- Copy of the duly completed proxy form (In case the shareholder is represented by another shareholder) Proxy form can be downloaded from [here](#)
- For corporate shareholders: Copy of the authorization letter appointing them as a representative of said corporate shareholder, Commercial registration (Latest printed date) and Computer Card of the company and the proxy form should be signed by the authorized signatory and company stamp must be affixed. Authorization template can be downloaded from [here](#)

Shareholders who wish to attend the virtual meeting must send the above information and documents at least 48 hours before the EGM.

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.

All participating shareholders are required to bring along the following documents:

- 1- Copy of the Qatari ID or passport
- 2- Shareholder's number (NIN)
- 3- Mobile number and email address
- 4- Copy of the proxy and supporting documents to the representatives of individual or corporate shareholders, if applicable.

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.

If a shareholder or a proxy does not object, the vote will be considered as the approval of the agenda item.

To get more details on the above registration procedure please call:

- +974 4448 3333
- +974 66492240

(Weekdays between 9am to 3pm). Please refer QFB web site/Investor Relations/General Assembly section for further updates.

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