



# User Guide to Remote E-Voting for General Meeting



# Abu Dhabi Securities Exchange (ADX) Clearing, Settlement & Depository

For more information

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## **Vision**

Your Market of  
Choice

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## **Mission**

Be an innovative, attractive  
& transparent marketplace  
empowering UAE's  
economy

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## **Value**

Transparency Integrity  
Customer Centric  
Efficiency

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# Chapter 1

## **“SAHMI Digital Platform”**

Individual Investors (Emirates ID Holders)



1. Log into **SAHMI** digital platform through ADX website or the SAHMI smartphone application

Username, Mobile or Email

Password

Login

Forgot Password?

Don't Have an Account? Register

Or

Scan Using SmartPass Mobile App

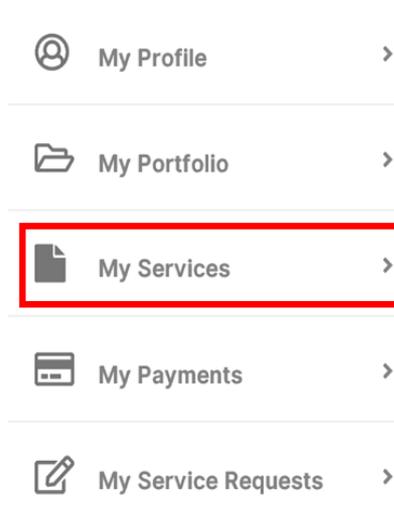
Username and Password

Authentication Code

Emirates ID

2. Enter the username and password for the SmartPass account.

(Please register if not registered).



3. After successfully linking between SmartPass account and the investor number, you will be redirected to SAHMI main page, kindly choose “My Services” from the menu below.



## Annual General Meeting

This service to participate in AGM meetings managed by ADX remotely

4. Kindly select “Annual General Meeting” from the services list.

**My AGM Meetings**

Symbol Name: All | Status: Active

| AGM Meeting Title | Meeting 3           |
|-------------------|---------------------|
| Symbol Name       | Manazel PJSC        |
| Meeting Start     | 16-03-2020 10:30 AM |
| Meeting End       | 16-03-2020 12:00 PM |
| Voting Start      | 16-03-2020 10:15 AM |
| Voting End        | 16-03-2020 11:30 AM |

Active

« Previous 1 Next »

5. All available AGMs for the investor can be viewed here (kindly note that undematerialized certificates will not be reflected here), Kindly click on the meeting that you would like to participate in.

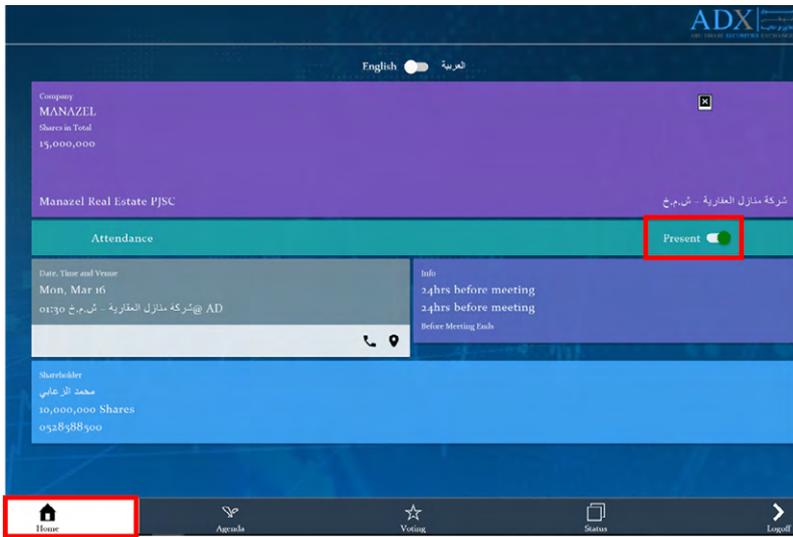
**My AGM Meetings**

Symbol Name: All | Status: Active

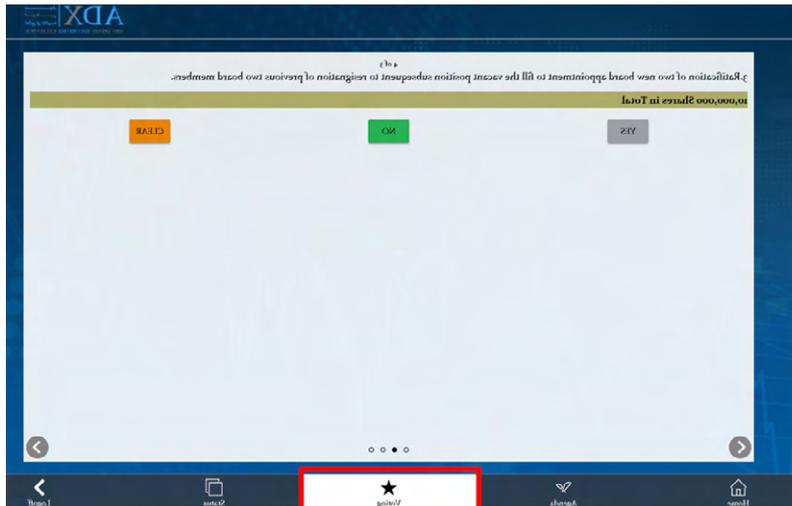
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|-------------------|---------------------|
| Symbol Name       | Manazel PJSC        |
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Active

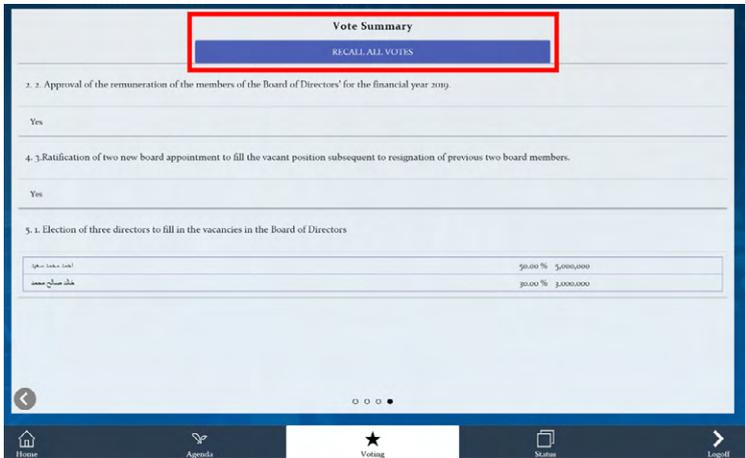
6. After clicking on the selected meeting, you can view all information about that meeting.



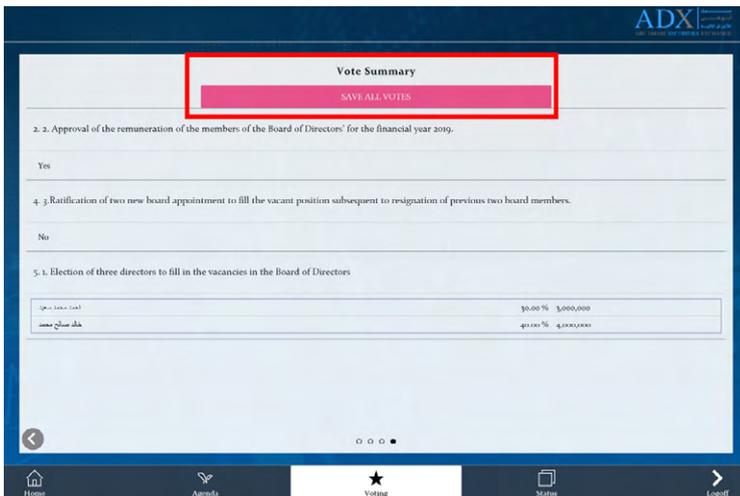
7. After clicking the above, you will be redirected to the remote E-voting page. Accessing the page will mark you as “present” automatically; meaning that you are participating in the meeting and counted in the quorum, this status can be adjusted as you see fit.



8. Kindly click on the voting tab as shown to start Remote E-voting.



9. After finishing the voting process, make sure to save your votes.



10. In case you would like to change your casted votes, kindly go to voting summary page and click on “Recall All Votes”.

Investors can also attend and submit E-votes remotely on behalf of their minors – below 21 years. Follow the steps below:



### My Family Services

Bundle of services related to your family memt

11. Kindly choose “My Family Services” From the services list.



### Annual General Meeting

This service to participate in AGM meetings m: by ADX remotely

12. Kindly choose “Annual General Meeting” from family services list.

**My Beneficiary AGM Meetings**

*You can only view AGM Meetings for Minor Beneficiaries (under 21 years old)*

Beneficiary Name  
عمر محمد الزعابي

Symbol Name  
All

Status  
Active

| AGM Meeting Title | Meeting 3           |
|-------------------|---------------------|
| Symbol Name       | Manazel PJSC        |
| Meeting Start     | 16-03-2020 10:30 AM |
| Meeting End       | 16-03-2020 12:00 PM |
| Voting Start      | 16-03-2020 10:15 AM |
| Voting End        | 16-03-2020 12:30 PM |

Active

« Previous 1 Next »

13. Kindly choose Beneficiary’s name, and the general meeting you wish to participate in (Beneficiaries can be added within the “My Family Services”), and then follow the same process mentioned above for the investor.



# Chapter 2

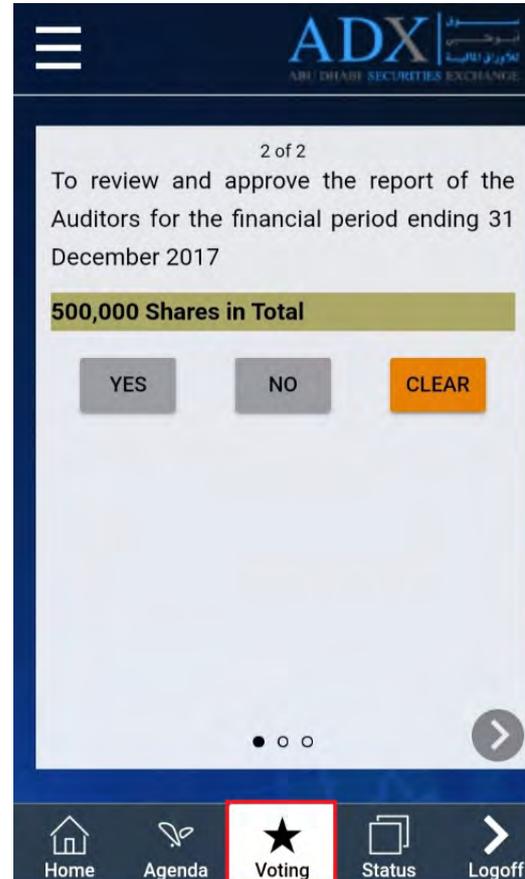
## **Remote E-Voting Platform**



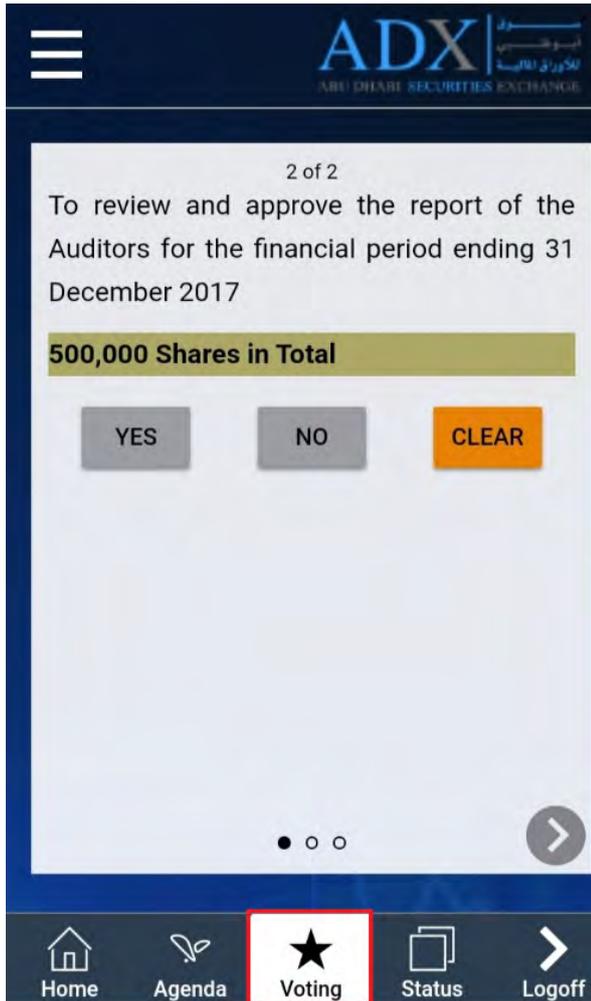
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5. After finishing the voting process, make sure to save your votes.



6. In case you would like to change your casted votes, kindly go to voting summary page and click on **“Recall All Votes”**.

