

**AGM/EGM Application Form**  
 استمارة طلب اجتماع الجمعية العمومية العادية و الغير عادية

Date: / /

التاريخ: / /

**1. Issuer Details****1. بيانات الشركة**
 Meeting  **First**  **Second**  **Third**  
 الأول الثاني الثالث

Issuer Name : \_\_\_\_\_ أسم الشركة

Date of General Meeting \_\_\_\_\_ تاريخ الجمعية العمومية

Location of General Meeting \_\_\_\_\_ موقع الجمعية العمومية

 Contact Person: \_\_\_\_\_ للتواصل  
 Email: \_\_\_\_\_ البريد الالكتروني  
 Contact Number: \_\_\_\_\_ رقم التواصل
**2. General Meeting Type (select one option only)****2. نوع الجمعية العمومية (بشترط اختيار واحد فقط)**
 Type  **Virtual**  **Physical**  **Hybrid**  
 افتراضي حضور فعلي مزوج
**3. Additional Services**
 Additional Service  **Board Election Voting**  **Translation Services**  
 التصويت في انتخابات مجلس الإدارة خدمات الترجمة خدمة اضافية
**Declaration:**

We, the undersigned, hereby undertake, full legal liability for the accuracy of completing the above based on information provided. We agree and in all the legal capacity, to release Bahrain Clear from any liability that may arise from any deficiency or error in providing any of the data or information set in forth this application. We therefore wave irreversibly rights to claim from Bahrain Clear any material, compensation or otherwise to meet any claims.

نحن الموقعون أدناه نتعهد بالمسؤولية القانونية الكاملة عن دقة استكمال ما ورد أعلاه بناء على المعلومات المقدمة. نحن نوافق وبكل الصفة القانونية على إعفاء شركة البحرين للمقاصة من أي مسؤولية قد تنشأ عن أي نقص أو خطأ في تقديم أي من البيانات أو المعلومات المنصوص عليها في هذا التطبيق. لذلك نلجأ إلى الحقوق التي لا رجعة فيها للمطالبة من شركة البحرين للمقاصة بإخلاء من أي مواد أو تعويضات أو خلاف ذلك لتلبية أي مطالبات.

Authorised Signatory

المفوض بالتوقيع

**For Bahrain Clear use only**

Action : \_\_\_\_\_

Entered by : \_\_\_\_\_

Approved by : \_\_\_\_\_

## **TERMS AND CONDITIONS**

Bahrain Clear B.S.C. (c) ("**BHC**") provides Annual General Meeting ("**AGM**") and Extraordinary General Meeting ("**EGM**") services in fully virtual, or hybrid formats to companies based in the Kingdom of Bahrain (hereinafter referred to as ("**eAGM**").

Any company ("**Company**") collaborating with BHC for the eAGM services shall comply with the below terms and conditions:

### **eAGM SERVICES:**

BHC will be responsible for providing audio and video webcast for the Company and will conduct rehearsals with concerned executive team members to ensure high quality streaming.

BHC will not be responsible for audio and video connectivity on site in the event that company chooses Hybrid format. BHC will conduct technical tests before each eAGM.

Key participants during the eAGM including but not limited to Board Secretary, Chairman, BOD Members, Auditors and Sharia Boards, Regulatory bodies are required to attend via a laptop/desktop to ensure high quality feed.

### **INFORMATION TRANSFER:**

The Company shall provide BHC with the required information four (4) Business Days prior to the eAGM date. The required information includes but is not limited to the number of the speakers, email IDs, Board Resolutions, Annual Reports, BoD profiles and pictures,

### **TERM**

This agreement shall be in effect upon the date of signature of the Company to the AGM/EGM Application Form.

### **FEES:**

The Company shall pay the fees and charges stipulated on the BHC website ([www.bahrainclear.com](http://www.bahrainclear.com)) within fifteen (15) Calendar Days after the completion of the eAGM. All fees are applicable per request.

### **TERMINATION:**

All fees are applicable and non-refundable in the event of termination of the agreement and/or cancellation of the eAGM. The applicable fees in the event of postponement due to the lack of quorum are stipulated on the BHC website ([www.bahrainclear.com](http://www.bahrainclear.com)).

### **DISPUTE RESOLUTION:**

All disputes arising under the Electronic Shareholder Meeting shall be governed by and interpreted under the laws of the Kingdom of Bahrain. All disputes arising under this agreement shall be submitted to arbitration in the Kingdom of Bahrain before a panel of three arbitrators of the Bahrain Chamber for Dispute Resolution ("**BCDR**"). The arbitrators shall be selected by the application of the rules of the BCDR, or by mutual agreement.

### **LIABILITY:**

BHC will not be responsible for any issues out of the control of BHC or its subcontractors. This includes but is not limited to internet connection issues or on site videography and