



# ANNUAL GENERAL MEETING ETIQUETTE FOR SHAREHOLDERS

## 1. EXERCISE VOTING RIGHTS

Attending general meetings is the right but not an obligation of every shareholder. Voting on resolutions provides you the ability to agree or disagree with the proposals put forth by the board and company's management. If for some reason you are unable to attend the meeting, you can appoint a proxy who can vote on their behalf. In addition, you are encouraged to use remote eVoting facilities provided by companies to vote on shareholder resolutions.

## 2. PREPARE IN ADVANCE

As shareholders, you are entitled to receive the notice (including explanation of the agenda items) before every general meeting. You should familiarize themselves with the notice, read the annual report in advance in order to educate yourself and initiate a meaningful discussion/debate. This will ensure that only relevant questions are asked of management during the meeting. This is an important factor in virtual meetings, given the paucity of time. At times, one shareholder may act as a voice for other shareholders having the same question who are unable to attend the meeting.

## 3. AVOID OBSTRUCTIVE BEHAVIOR

You should ensure that the meeting is not obstructed in any manner, as that would defeat the purpose of the meeting. Do not interrupt other shareholders when they are speaking or asking questions. You should be considerate while discussing any question or matter amongst yourselves during the discussion. Personal questions or comments should be avoided.

All relevant questions in the meetings should be directed to the Chairperson. When the

Chairperson calls for comments from the audience, shareholders should show common courtesy by first seeking the Chairperson's permission to speak.

## 4. ALLOW PARTICIPATION BY ALL SHAREHOLDERS

You should keep their comments brief and restrict your queries to only the critical items so that a more broad-based discussion, with wider participation from all shareholders, can take place. If required, you can send your questions in advance to the management.

## 5. ENSURE INTEGRITY

You should not accept any gifts, gift coupons, or cash in lieu of gifts from company representatives at the meeting. Distribution of such gifts is not permitted by law. If you come across such practices, you should bring it to the notice of the Registrar, MCA or any other concerned authority.

## VIRTUAL MEETINGS - THREE THINGS TO REMEMBER

1. Remember to **register** yourself as a speaker. If you don't register in a timely manner, you will not get an option to ask questions anytime later. In a physical AGM, all you must do is show up.
2. Some companies also ask that **questions** be submitted beforehand.
3. Some companies had a limit of 1000 shareholders. This can be a limitation where the demand for **attendance** is higher, and you may need to log in early.