

APD 2020 Virtual AGM Manual and FAQs

November 10, 2020

On Thursday 19th November 2020, at 3 p.m.

- You will receive a Zoom Registration link, as shown on right, by email or whatsapp depending on how you indicated when you completed the initial online Jotform registration.
- Click on the link to bring up the Webinar Registration form, as shown on next page.

Hi Team,

You are invited to a Zoom webinar.

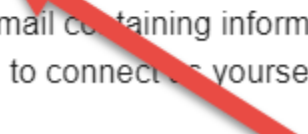
When: Nov 12, 2020 04:30 PM Eastern Time (US and Canada)

Topic: Mock 2020 AGM Webinar

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_cEflhXFkTpCGK8u4f9_b_w

After registering, you will receive a confirmation email containing information about the webinar. The embedded link in the followup email will allow you to connect to yourself. Click the link to enter the webinar.



On Thursday 19th November 2020, after 3 p.m. but before 6 pm.

Fill in your Full Name and email address, as shown. This will allow us to identify you when you join the virtual AGM.

Click the Register button, as shown.

Our registration system will send you another email that contains a unique link to join the AGM.

2020 VIRTUAL AGM

ANNUAL GENERAL MEETING

November 19, 2020 - 6:00 p.m.

[Register Now](#)

[<< Click here to register >>](#)



Webinar Registration



Topic Mock 2020 AGM Webinar

Time Nov 12, 2020 04:30 PM in [Eastern Time \(US and Canada\)](#)



* Required information

First Name *

Sheldon

Last Name *

Duckie

Email Address *

sduckie@apdport.com

Confirm Email Address *

sduckie@apdport.com

By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).

Register

5–10 mins Before 6 pm

- Locate the Email with subject “APD 2020 Virtual AGM Webinar Confirmation”.
- NB: Do not share this email with anyone, as it contains your unique link to enter the AGM.
- Open the email and click on the link “[Click Here to Join](#)”, as shown. This will open up a new window on your screen.
-



Hi Bishi Bedhi,

Thank you for registering for "Mock 2020 AGM Webinar".

Please submit any questions to: it@apdport.com

Date Time: Nov 12, 2020 04:30 PM Eastern Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 709150

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: [+16465588656](tel:+16465588656),96446419376# or [+16699009128](tel:+16699009128),96446419376#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: [+1 646 558 8656](tel:+16465588656) or [+1 669 900 9128](tel:+16699009128) or [+1 253 215 8782](tel:+12532158782) or [+1 301 715 8592](tel:+13017158592) or [+1 312 626 6346](tel:+13126266346)

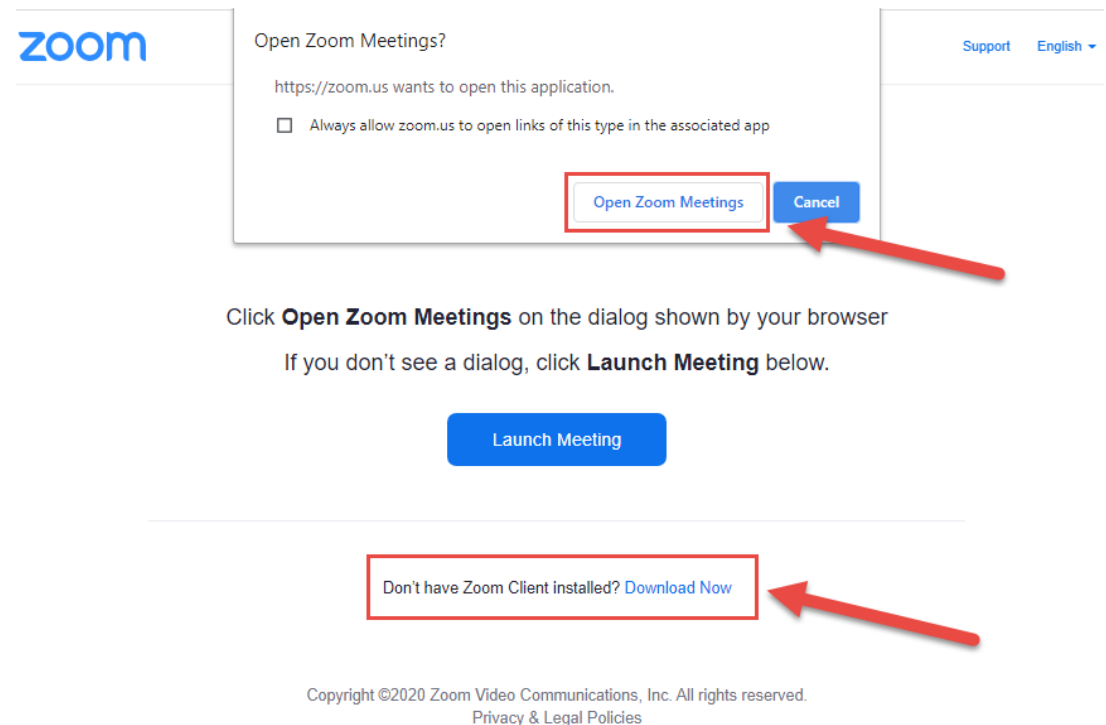
Webinar ID: [964 4641 9376](#)

Passcode: 709150

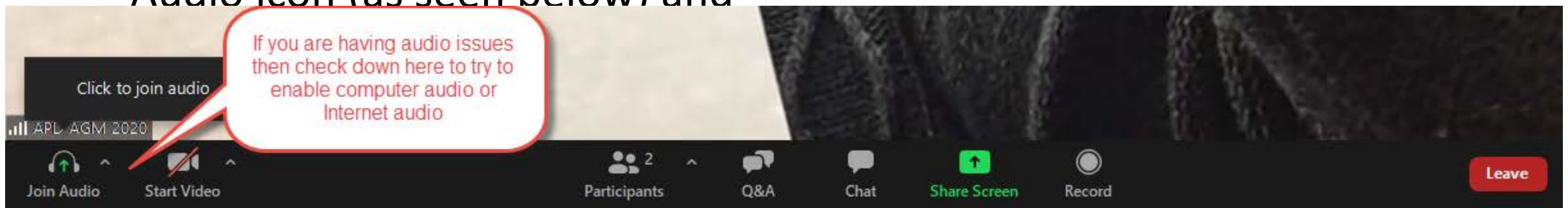
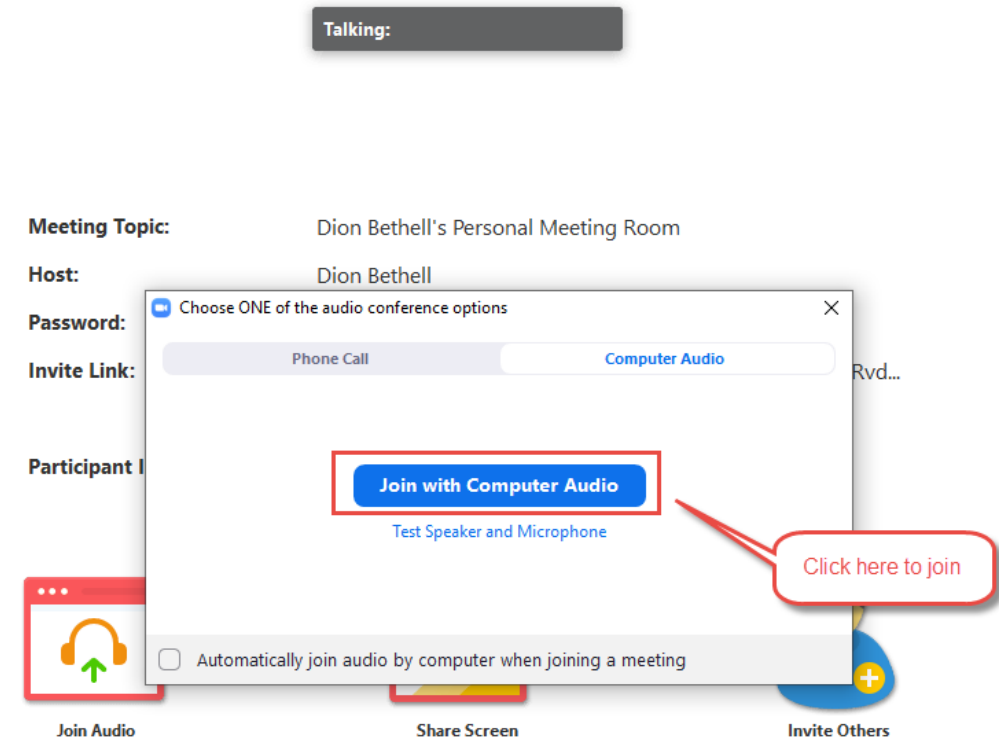
International numbers available: <https://zoom.us/j/ab43ENhzT>

You can [cancel](#) your registration at any time.

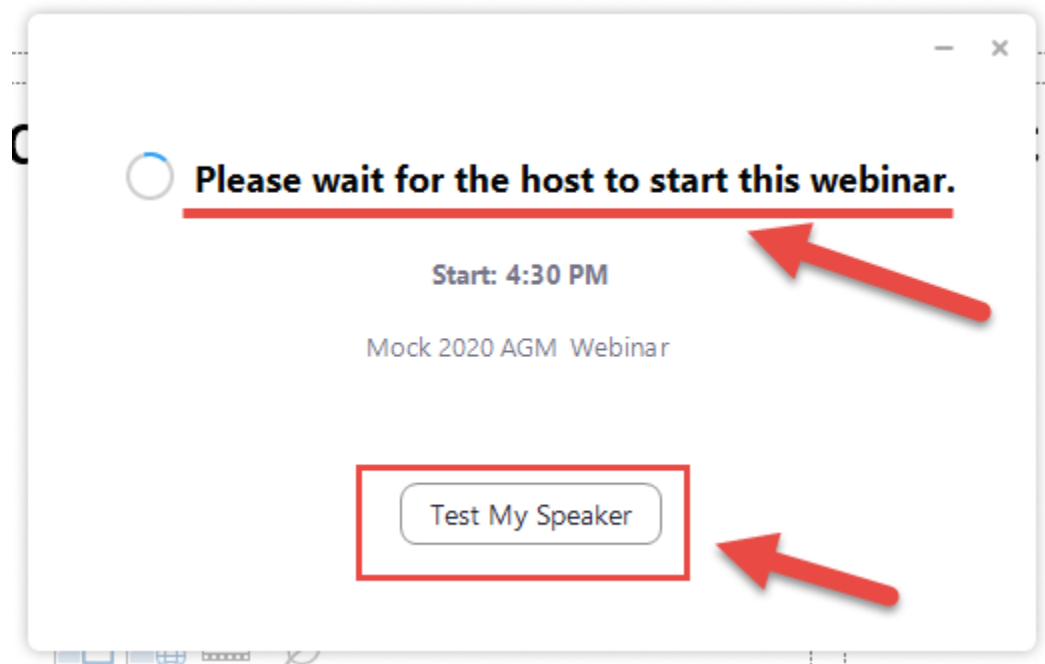
- From here your actions should be positive actions.
- Click [Open Zoom Meetings](#) button (if you are using a Desktop Computer)
- If you have never used Zoom before you may need to click the [Download Now](#) button instead and follow the onscreen instructions to install the Zoom client on your computer.



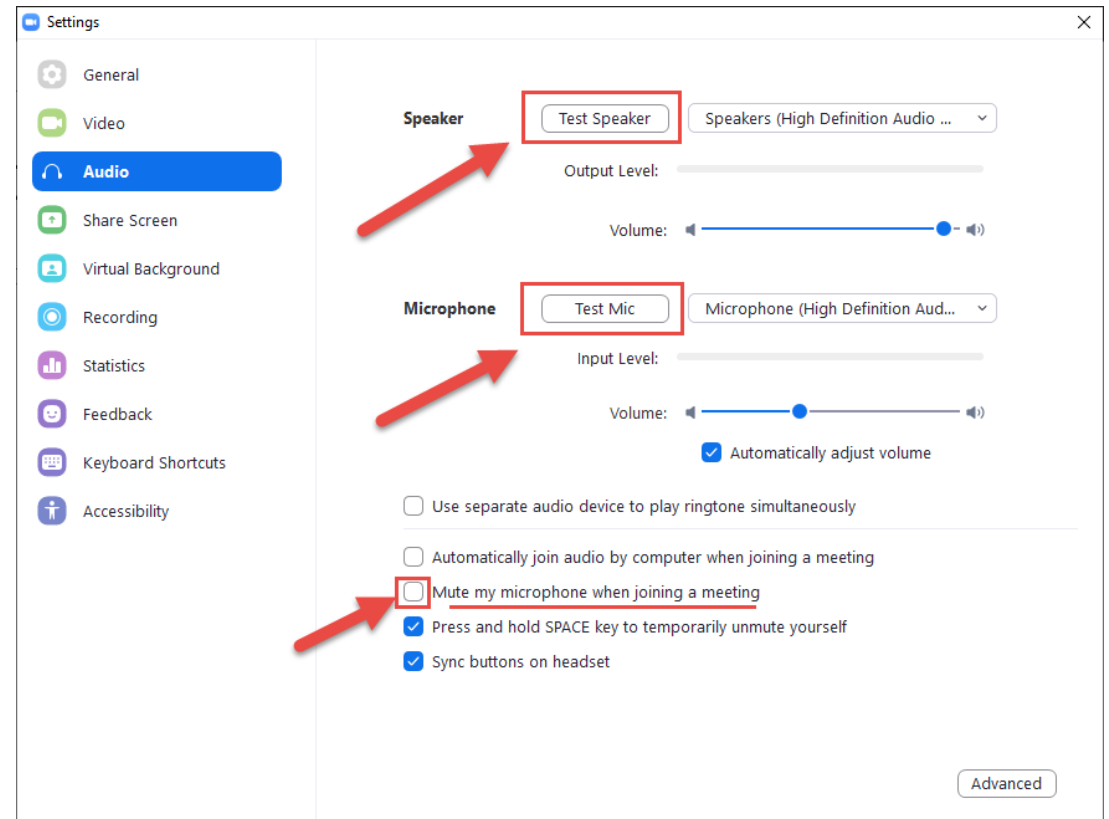
- Do not forget to click the **Join with Computer Audio** button (on computer) / **Internet Audio** (on mobile device).
- If you skip this step, then you may have trouble hearing the meeting presenters. If this occurs then look for the Join Audio icon (as seen below) and



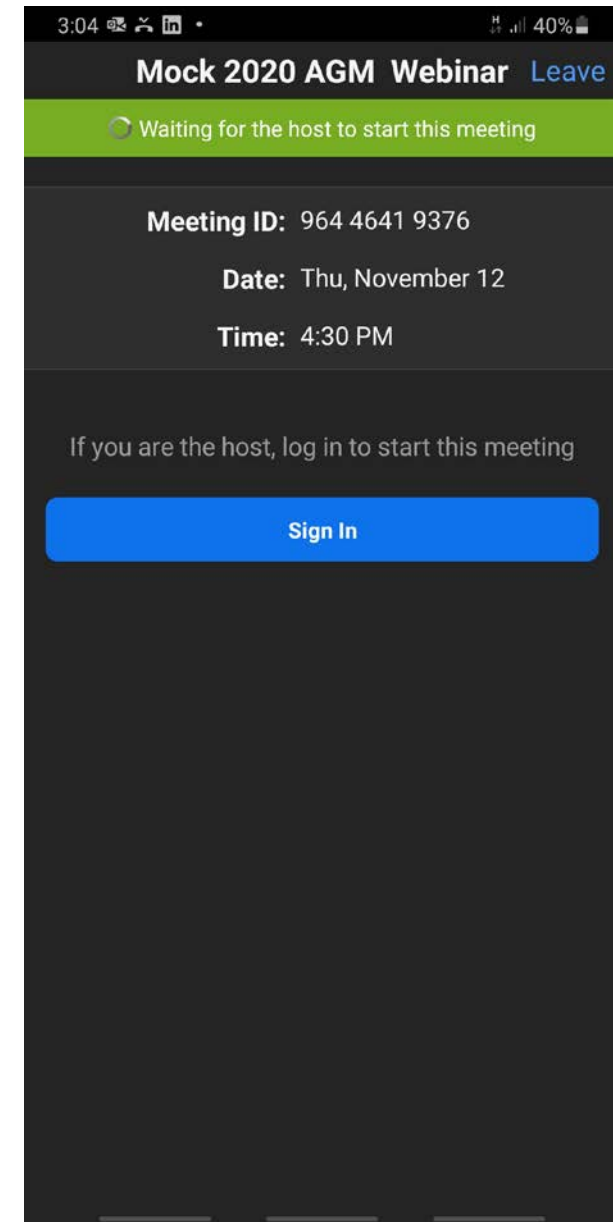
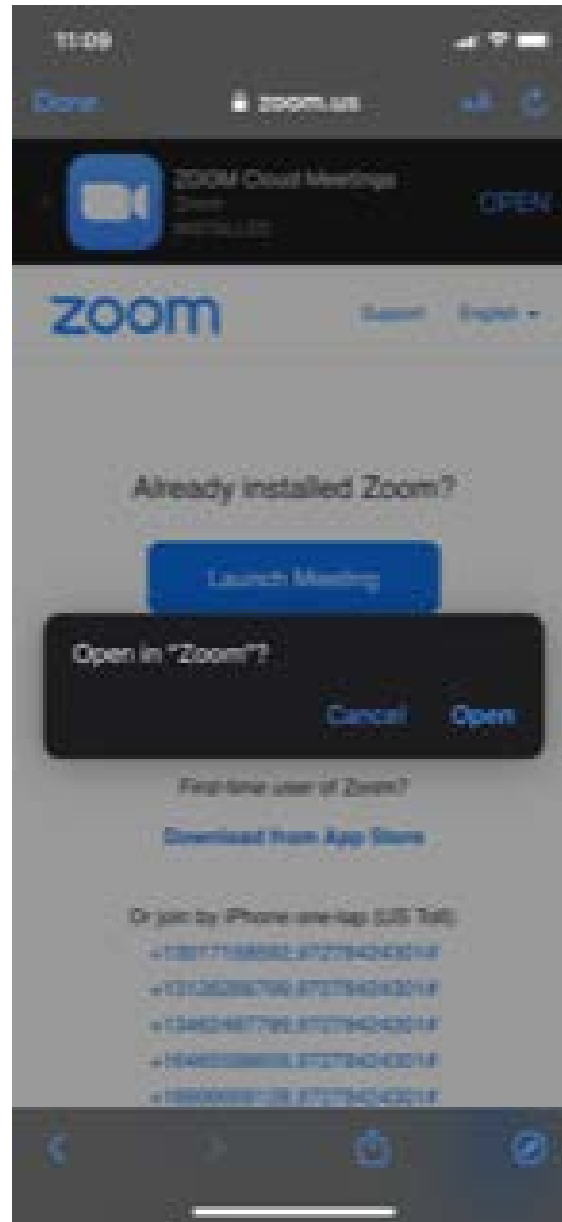
- Zoom will start up and connect you to the APD 2020 AGM webinar. If you get a message like seen, just wait until the AGM team allow you into the webinar.
- It is also a good idea to click on the [Test My Speaker](#) button and test out your speaker to ensure its working



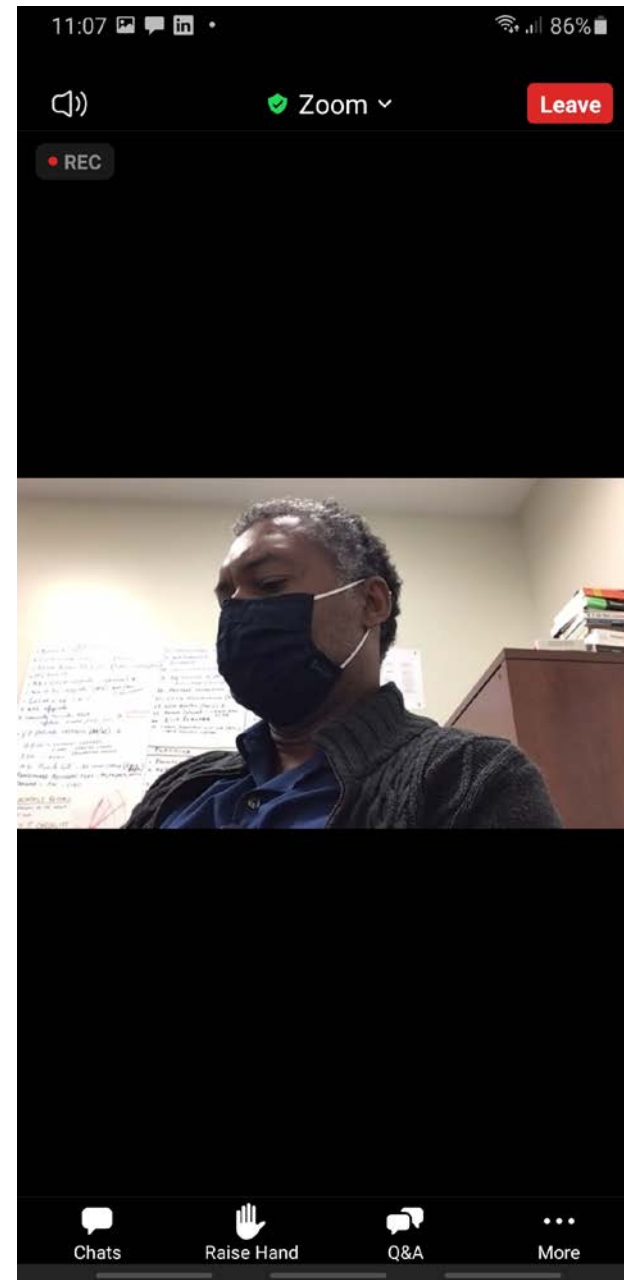
- Click on Test Speaker
- Click on Test Mic
- You may also check the box option **Mute my microphone when joining a meeting**.
- NB: during the AGM all attendee's microphone will be muted to avoid having background audio / noise disrupting the primary AGM audio.



- On Android and Apple Mobile devices your window may look like this.
- Choose Open and wait until the AGM host start the meeting.



- On Mobile device, once you are fully into the Zoom meeting / webinar, touch the screen to display the **Chat , Raise Hand, Q&A and More buttons** as seen at the bottom of the image.
- Use the **Q&A** icon to submit any question you make have. NB: All questions will be answered at the end of AGM.



Frequently asked questions – registration process

- **Question: How can I register to virtually participate and vote at the AGM?**
- Answer: As an APD shareholder, you will first need to complete the registration form via <https://form.jotform.com/202755842659870>. After registering, your name will be checked against the shareholders register as at October 21 to verify you are eligible to attend the Virtual AGM.
- Once you are cleared to attend, you will receive a Zoom Webinar registration link at 3 PM on the day of the AGM.

- **Question: I registered myself as to attend the AGM virtually, will I be able to participate and vote at the AGM?**
- Answer: Yes, you will be able to vote and ask questions, but this will be allowed through non-verbal means. You will not be able to speak, however, you will be able to vote by participating in polls. In addition, you will be able to type your questions in the Q&A section of the virtual platform. All questions will be answered at the end of the AGM.
- **Question: If I am not verified on the register as at October 21, will I be allowed to join the webinar?**
- Answer: No. If the webinar link is shared with you by a verified shareholder on register, the link to join the AGM will permit only one attendee.

- **Question: I cannot login or I have problems logging into the virtual zoom platform.**
- Answer: Please contact our [helpdesk](#) by calling 557-0015 / 424-9830 / 359-0055

- **Question: How can I follow the AGM?**
- Answer: You will be able to join and follow the meeting via the zoom virtual environment (where you are able to vote on the shareholders resolutions during the AGM by participating in Polls which will appear on your screen).

- **Question: When there is a failure in my network connection, or my device stops during the AGM, will I be able to login and continue to participate in AGM once the connection has been restored?**
- Answer: Yes, under the assumption that you logged in successfully prior to the start of the AGM, you will be able to continue participating in the AGM after the network connection has been restored. You will also be able to vote on items that have been put to vote in the meantime. The polls for all items are open during the AGM and closed after the last voting

- **Question: How do I know that I can vote at the AGM?**
- Answer: The Chairman will state when you can vote. A poll for the motion that was raised will appear on screen of your device. You will be able to make your selection here.
- **Question: If I don't have a smartphone, tablet or PC, can I still virtually attend and vote at the AGM?**
- Answer: Unfortunately in that case you can't virtually attend and vote at the AGM.
- **Question: What should I do if my battery is almost empty?**
- Answer: Please note that the shareholder is responsible for a properly functioning and charged device.

- **Question: My internet connection is not working properly. Will I be able to attend and vote at the AGM?**
- Answer: You will need a working internet connection during the AGM. It is possible for you to attend on your mobile phone, however, data charges will apply.
- **Question: Which device should I use to virtually attend and vote at the AGM?**
- Answer: You can virtually attend and vote at the AGM with any device that has a working internet connection, is charged and is successfully logged in to the virtual environment via zoom application. Please make sure you have installed the latest version of your internet browser, Chrome, Firefox, Internet Explorer 11, Edge or Safari.

- **Question: The device that I will use for the online participation has a camera installed. Will or can I be made visible in the AGM to other participants or to anyone else?**
- Answer: No, that will not be the case, as your camera will be turned off by the AGM administrator during the meeting.
- **Question: Who can I contact if my question is not listed in this FAQ?**
- Answer: Please contact AGM at agm@apdport.com or 359-0055.