ACB
CARIBBEAN

69th ANNUAL GENERAL MEETING (AGM)

ETIQUETTE GUIDELINES FOR ONLINE ATTENDEES

To ensure an orderly AGM, all pre-registered Shareholders attending online via the Microsoft Teams Platform are required to comply with the following Guidelines:

1) **Participants**
   - Only ACB Caribbean Shareholders as at the record date, October 31, 2025 and special invitees, as approved by ACB Caribbean, to include but not limited to, Members of its Board of Directors, Management Team and Staff, will be pre- registered to attend the 69th AGM.
   - It is expected that only the above individuals shall attend the 69th AGM and that third parties would not be within hearing of the event.
   - The aim is to facilitate private discussions among the participants, protect sensitive data and preserve the confidentiality of the information being shared when and where required during the Meeting.

2) **Surroundings**
   Ensure that your surroundings are quiet and that there are no background distractions during the Meeting as much as possible.

3) **Logging in**
   - Participants can log into the Meeting approximately **30 minutes** before the scheduled start time.
   - Logging in to the Meeting ahead of the scheduled time is recommended.
   - Please enter your full name when logging in for ease of identification.

4) **Video cameras**
   - Video cameras should be **turned off** during the Meeting. In any event, it is expected that appropriate attire shall be worn by all participants.

5) **Microphones**
   Microphones should be muted/ turned off when not speaking. It may become necessary, from time to time during the Meeting, for the host to mute participants who are not speaking to eliminate noise distractions.

6) **Asking Questions / Making Comments**
   - Participants are encouraged to use the 'raise hand' and 'chat' features to indicate a desire to make a contribution.
   - Turn on your microphone when you wish to speak and make a contribution. Turn your microphone off, when finished.
   - Speak clearly to ensure that all participants are able to hear every word being spoken.
   - Avoid speaking if another participant has the floor.
   - Be respectful at all times when speaking and writing in the chat. When in doubt, just practice common courtesy.

7) Access Termination/ Waiting Room

- The host shall have the authority in his or her sole discretion, after consultation with the Legal Counsel/ Corporate Secretary, to terminate a participant's access to the Meeting or place one or more participants in the Meeting's "waiting room" in the following situations:
  - (i) to avoid a conflict of interest during an update on certain matters
  - (ii) where a participant is found to have violated these Guidelines
  - (iii) in instances where a participant's contribution is found to be abusive, offensive, disrespectful, designed to disrupt the Meeting or engaged in any other type of behaviour deemed inappropriate
  - (iv) any other situation necessitating the above actions.

The host will re-admit the affected participant(s), if and when appropriate to do so.

8) Device Testing

Test your device prior to the Meeting. This is a good way of determining beforehand if there are technical issues with access and/or your audio and allow sufficient time to fix them.

9) Test Software

Check the Microsoft Teams software prior to the Meeting. This is required to ensure that the software for the online platform being used to conduct the Meeting has been downloaded and installed on your device.

10) Help Desk Service and Support

Email us at ACBSecretariat@acbcaribbean.com

11) Mobile Phones

Turn off or place mobile phones on silent during the Meeting to avoid distractions.

12) Recording

- Participants are not allowed to record the Meeting in whole or in part.
- The host may record the Meeting to facilitate the production of accurate minutes on matters discussed.
- Participants do not have any right of access to the recording.

13) Host

- The host for the Meeting will be a designated personnel of ACB Caribbean's Information Technology Department.
- The host will be responsible for the overall administration, proper conduct and smooth running of the Meeting.

All online attendees are asked to be guided accordingly.

ACB
CARIBBEAN

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