

User Guide

Scanfil Plc Annual General Meeting 2023

Thursday, April 27th, 2023, at 12:00 EET



Things to consider

Change the language settings on your computer or smartphone into English to get the best possible user experience. For example, if the language settings on your device is in Finnish, some of the program's terminology will be in that language.



Requirements for internet connections

An active internet connection is required during the time of the meeting. Connection is required in order to watch the audio and video broadcast, submit questions and comments, asking for permission to speak and vote when the poll opens. It is a shareholder's responsibility to ensure a working internet connection for the whole time of the meeting.

In addition to an internet connection, participation requires a computer, a smartphone or a tablet with speakers or headphones for sound reproduction and a microphone for asking questions or making comments. It is recommended to use the latest versions of Chrome, Edge, Firefox or Safari.



Audio and Video Broadcast

Once logged in, you can follow the broadcast of the meeting. The meeting will be broadcasted in audio and video format.

Meeting will be held on Lumi Holdings Ltd's platform. Euroclear Finland Ltd provides the AV-signal.



Log in

Log into https://web.lumiagm.com/120-032-869

Enter your individual User ID and password which are found in emails sent after the registration for the meeting has ended.

Access to the meeting will be available starting from 11:30. Please note that the General Meeting starts at 12:00.



Representing more than one shareholder



Requesting permission to speak

If you would like to ask a question verbally, click on the 'Request To Speak' button at the bottom of the broadcast window and follow the instructions to join the audio questions queue. The button will appear at the top of the window in full-screen mode.

Confirm your request by pressing "Send request"-button.



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You are on queue while waiting your turn to speak. Queuing you can hear the meeting audio but cannot see the presentation. You can start to speak after the "beep" tone.



Voting

Once voting has opened, the polling will automatically appear on your screen.

Select the option that corresponds with how you wish to vote. Once you have selected your choice, the option will change color and a confirmation message will appear to indicate that your vote has been casted and received.

There is no separate submit button. You can change your vote while the poll remains open, and before the Chair announces its closure. If you wish to change your vote, simply select the correct choice. If you wish to cancel your vote, select cancel.



Call Center

If you have an issue with your Login please contact Euroclear Finland's client service number +358 20 770 6910. Please note that the number is only valid for the time of the meeting.