



LUMI

Reporting Factsheet



Voting Results

There are a number of different reports available in the software that allow the voting results to be fully scrutinised. The system provides real-time reporting during registration, which could be an alert to inform a company if a certain shareholder has arrived at the meeting, or an update on the amount of people in attendance at the meeting.

There are, however, crucial reports that are offered to clients at every meeting. A 'Scrutineer's Letter' contains the final voting result, with all meeting rules applied. This report shows the total number of votes received for each voting direction, the final percentage results based on the votes received and the percentage of issued share capital that voted at the meeting.

Additional reports are also available, that help to derive how a final result has been calculated; The Votes By Attendee Report details exactly how each attendee voted at the meeting, the Revoked Proxy Instructions report details any Chairman Proxy Votes that may have changed due to the vote being superseded at the meeting by a live vote and the Votes by Account report shows a complete breakdown of the votes received from each individual account/shareholding in the database.

The software also has additional capabilities of tracking exactly how each individual voted at the meeting. A report can be provided that details every single key button press that a shareholder performs using their voting handset. The report would show that at X time the shareholder pressed button 1, then 0.1 seconds later they pressed button 2, then 1 second later they pressed button 1 again. If a shareholder was in any doubt that their vote has not been received, the software can fully verify the voting process.



Audit Tracking

The Lumi AGM software has been developed in such a way that every single transaction that takes place in the database is always tracked and recorded into an audit log. This could be the precise time a shareholder attended the meeting, if an attendee record was edited to represent multiple accounts, if a live vote was cast, if an account was deleted etc. Everything is fully audited. Recent improvements to the audit log process also allow the software to identify the exact client machine that a transaction took place on. Should a client wish to conduct a full audit on the Lumi AGM software, Lumi are happy to authorise this.

End of Meeting

When all results have been scrutinised and signed off by client, Lumi will conduct a number of procedures to formalise the closure of the meeting. An End-Of-Meeting Archive folder is generated, and two copies are securely shared/provided to the client. This archive folder includes a variety of in-depth (password protected) reports from the reporting suite and a '.bak' encrypted copy of the database. This encrypted copy of the database can only be accessed from a machine that has the correct version of Lumi AGM installed, the correct version of SQL Server and has a fully licensed HASP dongle inserted. Upon handing over the End-Of-Meeting Archive folder, Lumi will then ask their client to sign and date a 'Data Release Form' which permits Lumi to permanently delete the meeting database from the server. The database mirror to the backup server is disconnected and deleted, before finally deleting the database from the principal server. No data will remain on any of the Lumi machines after this point.

Should a client have a query regarding the results post meeting, the protocol would be to securely send Lumi the .bak file, where they can restore the database to its previous 'live' state and conduct any analysis.

At the close of a meeting, shareholders are asked to leave their handset and smartcard on their seat, ready for collection by a member of staff/Registrar team. Lumi endeavour to retrieve all items (using the built-in alarm functionality) but if a shareholder accidentally leaves the venue with these items still in their possession, they will not work. Should the shareholder return to another meeting at a later date and attempt to re-use either the smartcard or the handset, they will not work.

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