## Introduction

SPOT e-Meeting system allows shareholders of the Company/members of the Organisation to participate in the meeting online in a convenient and efficient way from anywhere with an internet connection. Shareholders/members can view the live streaming of the meeting, participate in voting and submit questions via their smartphones, tablets, or computer devices.

**Online voting** is available for shareholders/members as well as authorised representatives/proxies appointed by HKSCC Nominees Limited ("HKSCCN").

### Help and Support

If you have any technical problems or require assistance prior to or during the meeting, please call our dedicated e-Meeting hotline at (852) 2975 0928 from 9am to 5pm (Monday to Friday, excluding Hong Kong Public Holidays). Kindly note that the hotline staff cannot process your votes or submit questions over the phone on your behalf.

### Points to Note:

1. Please use the below browsers to log in our e-Meeting System:



- 2. Please have your mobile device with SMS function ready to receive the one-time verification code via SMS.
- 3. It is highly recommended that you check your login details and computer setting before the meeting starts.
- 4. Concurrent login is not allowed for the same account attending the same meeting.
- 5. All persons seeking to attend and participate in an online meeting shall be responsible for maintaining adequate facilities and reliable internet connection to enable them to do so. The internet connection has to be fast enough to support video streaming with optimal video quality and speed. If you are using a shared connection, please ensure your internet speed would not be slowed down by other shared user(s) who may be running other applications/live streaming at the same time.
- 6. If your internet connection is inadequate or interrupted, it may affect your participation in the online meeting, or you may be logged out from the online meeting. Please note that this will not invalidate the proceedings of the meeting which will continue and remain effective.
- 7. As the meeting proceedings are live broadcast, you may miss certain parts of the broadcast after buffering if you do not have a fast enough or steady internet connection to keep pace with the meeting proceedings. Unlike other video application like YouTube, you cannot rewind the live broadcast to view the parts which you have missed.
- 8. Apart from some of the possible risks listed above, online meeting is technology dependent and certain of these risks including but not limited to your own internet capacity restrictions and potential service disruptions. If you find these risks unacceptable and do not wish to attend the meeting online, you can (1) join the physical meeting either in person or by appointing a proxy/chairman of the meeting to vote on your behalf in case of hybrid general meeting. Submission of proxy form will not preclude you from attending and voting at the meeting in person or online.

# To Log In

Please use the below browsers to log in our e-Meeting System:



(Note: If you use Internet Explorer as default browser, close it and open any one of the above browsers and enter the website address again)

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Company / Organization ABC Holdings Limited (incorporated in Hong Kong with limited liability )		
Stock Code 88888	Meeting Type Annual General Meeting	
Proxy Deadline 31/12/2021 15:30	Meeting Time 31/12/2021 15:30	
Submit Proxy Meeting Documents	Attend Meeting	
NOTICE OF THE ANNUAL GENERAL MEETING	Vie	"
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## Access to the Company / Organisation Online Meeting Page

- 1. Refer to the Company's / Organisation's Notification Letter ("Letter") sent to you.
- Access the Online Meeting Page by scanning the QR Code or entering the hyperlink <u>https://spot-emeeting.tricor.hk/#/unique</u> <u>meeting number</u> (URL of the unique meeting number as provided to you in the Letter).
- 3. Select your preferred language on the top right hand corner of the webpage.
- 4. Press "Attend Meeting" to proceed.

100		Help and Support
A Back	Log In	Tricor Investor Services
Company / Organization ABC Holdings Limited (incorporated in Hong Kong wit	th limited liability )	Level 54, Hopewell Centre 183 Queen's Road East Hong Kong
Stock Code 88888	Meeting Type Annual General Meeting	Tel: (852) 2975 0928
Proxy Deadline 31/12/2021 15:30	Meeting Time 31/12/2021 15:30	
Meeting Venue LEVEL 15, INTERNATIONAL TR	ADE TOWER, 348 KWUN TONG RD, NGAU TAU KOK	Contact Us
User Name	Ũ	
Password.	• ()	
	Next	
	rquiry, please contact Tricor hotlihe at (852) 2975 0928	

#### Log in using your username and password

- Please ensure you are a shareholder / member or authorized representative /proxy of HKSCCN, who is entitled to vote before entering the Login Page.
- 6. Enter your username and password as stated on the Letter.
- Then press "Next". You cannot access to the next page if credential input is invalid.
- In the next Terms & Conditions Page, please read and check the box and then press "Next".

# To attend the meeting and view the Live Streaming



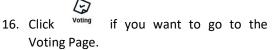


- Once logged in, you will see your Information Page. If you are a HKSCCN's authorised representative/proxy, the name of shareholder/member will be shown as "HKSCC Nominees Limited (your name)".
- 13. Please review your holding information shown on the page. If there are any discrepancies, please contact Tricor to assist.
- 14. Click "Confirm" to access the online meeting homepage if the information is correct.

(Note: Once you click "Confirm", you will be deemed to register your attendance and all your proxy instructions previously submitted, if any, will be revoked.)

15. After clicking **"Confirm"** for your attendance, you should be able to view the live streaming of the meeting.

Broadcast will start automatically when meeting commences. Please note that video or slides post may appear on a delayed basis (approximately 30 seconds, depending on the speed of your internet).



## To Vote

			Voting		
Resolution(	rganization s Limited i In Hong Kong with limited liability s) split Vote	Membership No. 880026	Member TRICOR GUEST 026	No. of Entl 26,000 Vot	
snow Details	Spin vole			All For For	All Against Against
1	To receive, consider and adop Independent Auditor's Report	of the audited Financial Statement s for the year ended 30th June, 20	ts and the Directors' and 120.	0	0
2	To declare a final dividend of	HK\$0.41 per ordinary share with a	an option for scrip dividend.	Õ.	0
3	(i) To re-elect Mr. Wong	as Director.		0	0
3	(ii) To re-elect Mr. David	Li as Director.		Ò	0
3	(Iii) To re-elect Mr. Tang	as Director.		0	0
3	<ul> <li>(iv) To authorise the Board ending 30th June, 202</li> </ul>	t to fix the Directors' remuneration 1.	n for the financial year	0	Ō
4	To re-appoint Deloitte Touche the Board to fix their remuner	Tohmatsu as Auditor for the ensi ation.	uing year and to authorise	0	0
5	<ul> <li>To approve share buy-b of Annual General Meet</li> </ul>	ack mandate (Ordinary Resolution Ing).	an item 5(i) of the Notice	0	0
5	Annual General Meeting			0	0
5	(iii) To approve extension of the Notice of Annual Ge	share issue mandate (Ordinary R neral Meeting).	esolution on item 5(iii) of	0	0
OF At Yor Meeting Syste	ur Stevice m		Submit	1-	TRICC
Meeting Syste	ur Servera mi rganization L United I in Forg Kong with limited liability	Membership No.	Submit Voting Member TRICOR GUEST 025	No. of En 26,000 W	titled Votes
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Company / O ABC Holding: (incorporated Resolution(s	nganization Lumited Lumited liability ) Split vote	Membership No. ) 880026 T the audited Financial Statemen	Voting Member TRICOR GUEST 026	26,000 Vi All For	titled Votes ote(s) All Against
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Company / O ABC Holding: (incorporated Resolution(s show Details	ngenization E Linned In Hong Kong with limited liability Split Vote Split Vote To receive, consider and addition	of the audited Financial Statemen 5 for the year ended 30th June 2 HK\$0.41 per ordinary share with	Voting Member TRICOR GUEST 025	26,000 Vi All For For 300	All Against Against 1,000
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## To Vote

- 17. By clicking <sup>Voting</sup>, you should be able to see a pop up Voting Page.
- 18. Default setup is to have the Show Details on "so that the full description of each resolution is shown. You can also turn it "off" if you wish.
- 19. You can click "For" or "Against" [or "Abstain" where applicable] for each resolution one by one.
- 20. If you would like to vote "All For" or "All Against" for all resolutions in the same preference, there are buttons on top of the Header Row for this purpose.

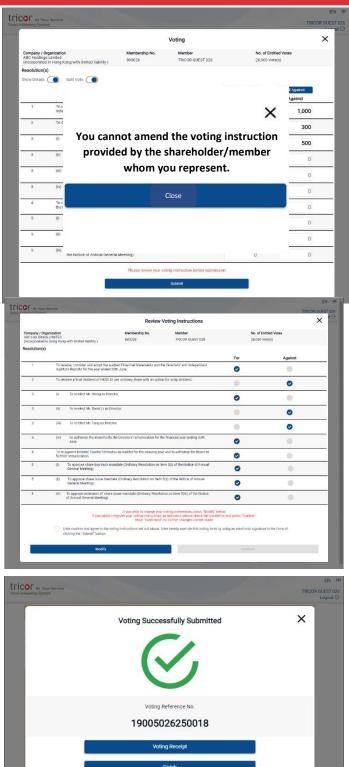
## Input for Split Votes

- 21. If you wish to submit split votes for each resolution, please turn on the Split Vote button.
- 22. Input the number of votes in EACH INPUT BOX under "FOR" or "AGAINST" for each resolution.

(Note: For shareholders/members or beneficial owners whose shares are held through banks, brokers, custodians or Hong Kong Securities Clearing Company Limited who have submitted voting preference to Share Registrar/HKSCCN, their authorised representative/proxies need not to input any voting instructions and the relevant submitted voting instructions cannot be amended.)

# SPOT e-Meeting System – Online Meeting User Guide

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(IN fCa	ae of Proxy/Representative (where applicable) BLOCK LETTERS) 认姓名(加適用) 以英文大楷慎寫)	1			
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#### **Review and Confirm**

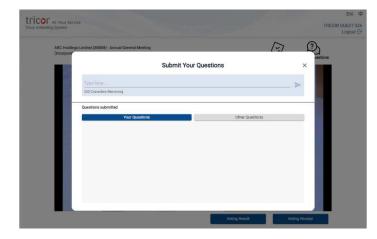
- 23. After completing your inputs, please click "Submit".
- 24. A Review Voting Instructions Page will pop up for your review. Check the box as using an electronic signature to confirm and agree to the voting instructions set out on the voting form. Click "Confirm" to submit your voting instructions; or "Modify" for changes.
- 25. A Voting Reference No. will be generated after your voting instruction(s) is/are successfully submitted.

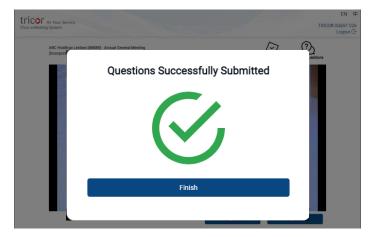
(Note: Please ensure you can see the Voting Reference No. before you exit the page otherwise the input voting instruction(s) may not be successfully submitted.)

- 26. You may click the "Voting Receipt" to save or print your submitted voting instruction(s) for record.
- 27. Click "Finish" and return back to the meeting/Live Streaming Page.

# SPOT e-Meeting System – Online Meeting User Guide

# **To Ask Questions**







- 28. By clicking <sup>Submit Questions</sup>, you should be able to see a pop up message box.
- 29. Type your questions in the space provided (limited to 500 English letters

or 250 Chinese characters), click to submit.



tricor

(Note: We recommend writing your question concise. However, if you need

to write more, you can click Submit Questions again for further submission.)

- "Question Successfully Submitted" will be displayed and your question will be sent to the chairman of the meeting.
- 31. Click "Finish" to return to the meeting/ Live Streaming Page.