

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:



Chrome



Microsoft Edge



Firefox



Safari

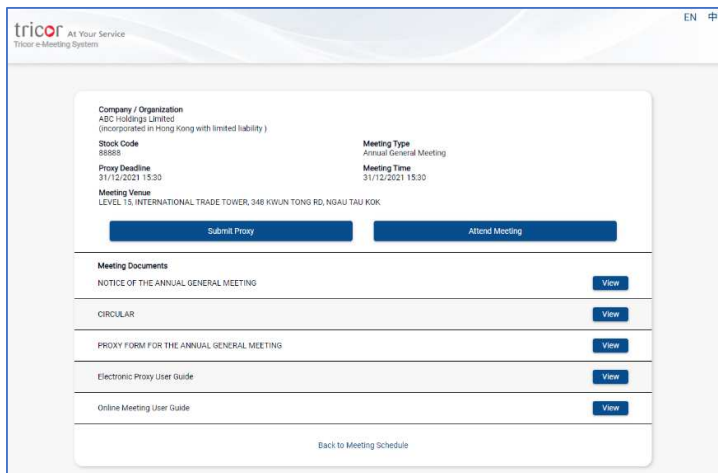
2. Please have your mobile device with SMS function ready to receive the one-time verification code via SMS.
3. It is highly recommended that you check your login details and computer setting before the meeting starts.
4. Concurrent login is not allowed for the same account attending the same meeting.
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 OR (2) appoint chairman of the meeting to vote on your behalf in case of virtual 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:

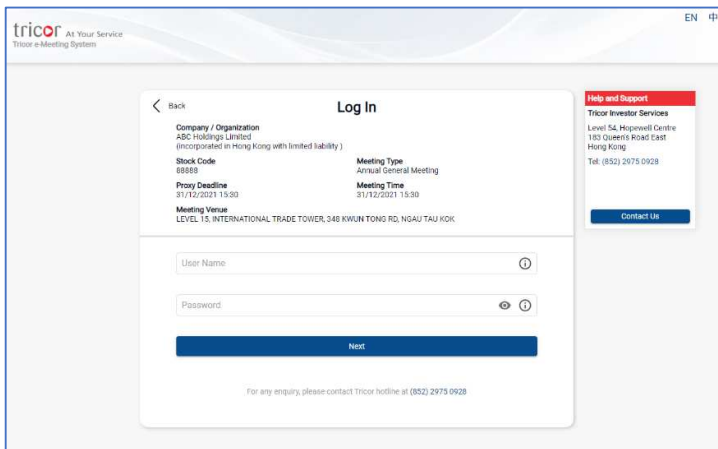


(Note: If you use Internet Explorer as default browser, close it and open any one of the above browsers and enter the website address again)



Access to the Company / Organisation Online Meeting Page

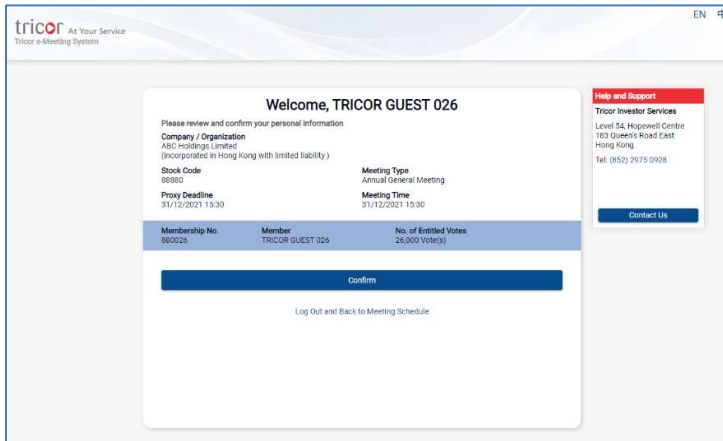
1. Refer to the Company’s / Organisation’s Notification Letter (“Letter”) sent to you.
2. Access the Online Meeting Page by scanning the QR Code or entering the hyperlink [https://spot-emeeting.tricolor.hk/#/unique meeting number](https://spot-emeeting.tricolor.hk/#/unique_meeting_number) (URL of the 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.



Log in using your username and password

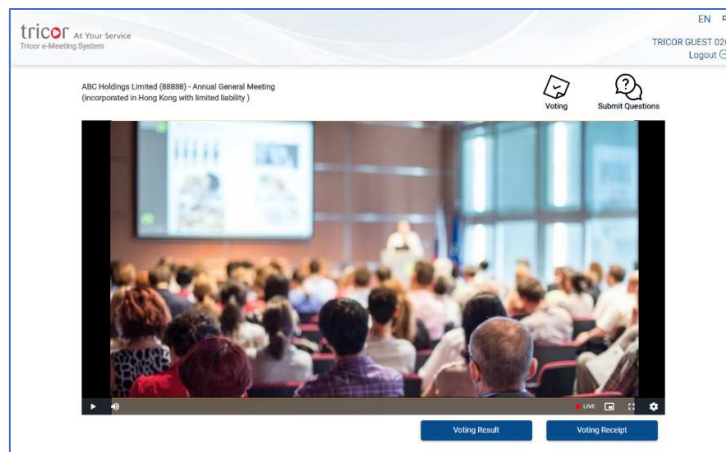
5. Please ensure you are a shareholder / member or authorized representative /proxy of HKSCCN, who is entitled to vote before entering the Login Page.
6. Enter your username and password as stated on the Letter.
7. Then press **“Next”**. You cannot access to the next page if credential input is invalid.
8. 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




12. 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 Tricolor 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).

16. Click  if you want to go to the Voting Page.

To Vote

Voting

Company / Organization: ABC Holdings Limited (Incorporated in Hong Kong with limited liability)
 Membership No.: 880626
 Member: TRICOR GUEST 026
 No. of Entitled Votes: 26,000 Vote(s)

Resolution(s):
 Show Details Split Vote

		All For For	All Against Against
1	To receive, consider and adopt the audited Financial Statements and the Directors' and Independent Auditor's Reports for the year ended 30th June, 2020.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	To declare a final dividend of HK\$0.41 per ordinary share with an option for scrip dividend.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	(i) To re-elect Mr. Wong as Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	(ii) To re-elect Mr. David Li as Director.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	(iii) To re-elect Mr. Tang as Director.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	(iv) To authorise the Board to fix the Directors' remuneration for the financial year ending 30th June, 2021.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	To re-appoint Deloitte Touche Tohmatsu as Auditor for the ensuing year and to authorise the Board to fix their remuneration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	(i) To approve share buy-back mandate (Ordinary Resolution on item 5(i) of the Notice of Annual General Meeting).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	(ii) To approve share issue mandate (Ordinary Resolution on item 5(ii) of the Notice of Annual General Meeting).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	(iii) To approve extension of share issue mandate (Ordinary Resolution on item 5(iii) of the Notice of Annual General Meeting).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please review your voting instruction before submission.

Submit

Voting

Company / Organization: ABC Holdings Limited (Incorporated in Hong Kong with limited liability)
 Membership No.: 880626
 Member: TRICOR GUEST 026
 No. of Entitled Votes: 26,000 Vote(s)

Resolution(s):
 Show Details Split Vote

		All For For	All Against Against
1	To receive, consider and adopt the audited Financial Statements and the Directors' and Independent Auditor's Reports for the year ended 30th June, 2020.	300	1,000
2	To declare a final dividend of HK\$0.41 per ordinary share with an option for scrip dividend.	300	300
3	(i) To re-elect Mr. Wong as Director.	100	500
3	(ii) To re-elect Mr. David Li as Director.	0	0
3	(iii) To re-elect Mr. Tang as Director.	0	0
3	(iv) To authorise the Board to fix the Directors' remuneration for the financial year ending 30th June, 2021.	0	0
4	To re-appoint Deloitte Touche Tohmatsu as Auditor for the ensuing year and to authorise the Board to fix their remuneration.	0	0
5	(i) To approve share buy-back mandate (Ordinary Resolution on item 5(i) of the Notice of Annual General Meeting).	0	0
5	(ii) To approve share issue mandate (Ordinary Resolution on item 5(ii) of the Notice of Annual General Meeting).	0	0
5	(iii) To approve extension of share issue mandate (Ordinary Resolution on item 5(iii) of the Notice of Annual General Meeting).	0	0

Please review your voting instruction before submission.

Submit

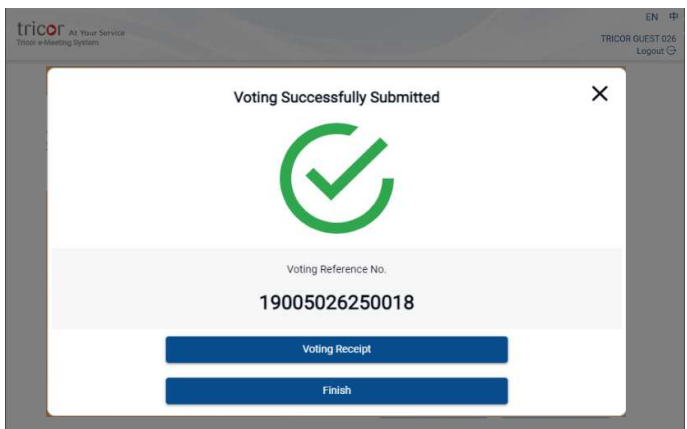
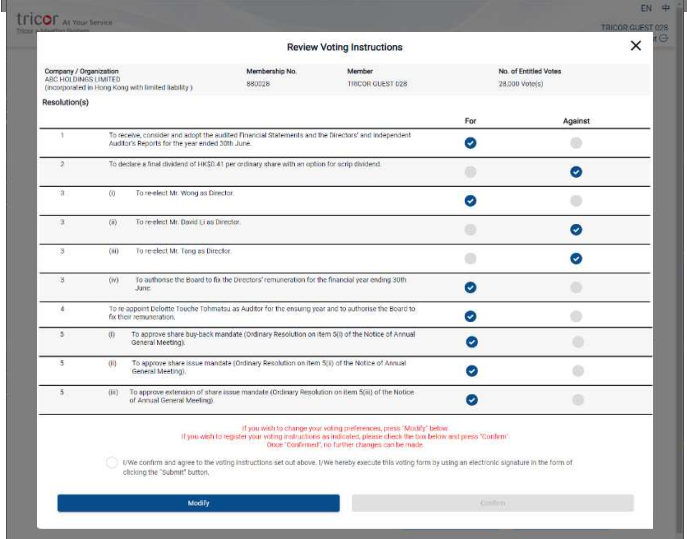
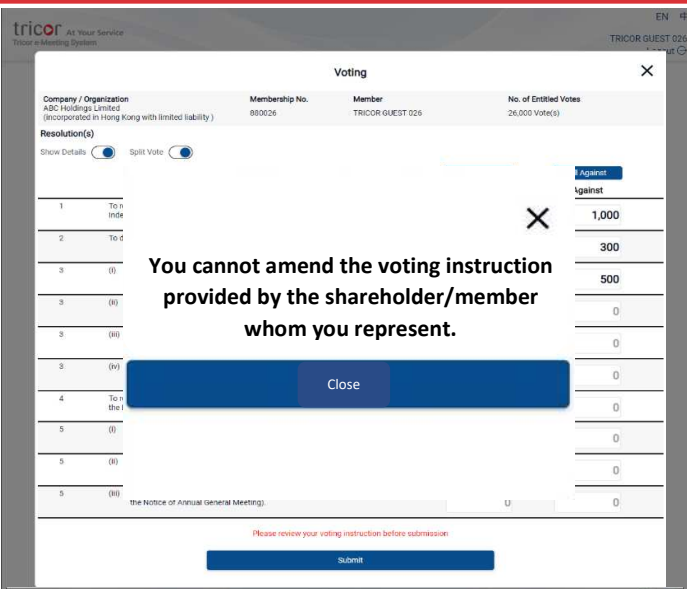
To Vote

- By clicking , you should be able to see a pop up Voting Page.
- Default setup is to have the "on" so that the full description of each resolution is shown. You can also turn it "off" if you wish.
- You can click "For" or "Against" [or "Abstain" where applicable] for each resolution one by one.
- 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

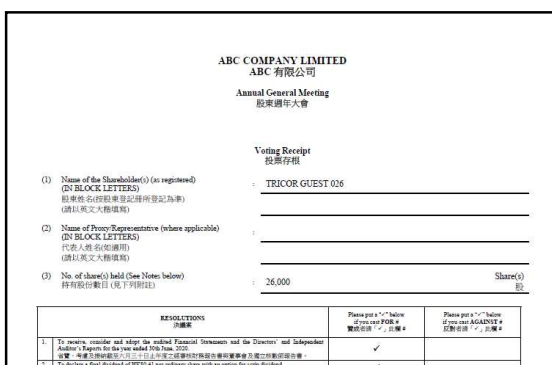
- If you wish to submit split votes for each resolution, please turn on the button.
- Input the number of votes in EACH INPUT BOX under "FOR" or "AGAINST" for each resolution.

(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.)

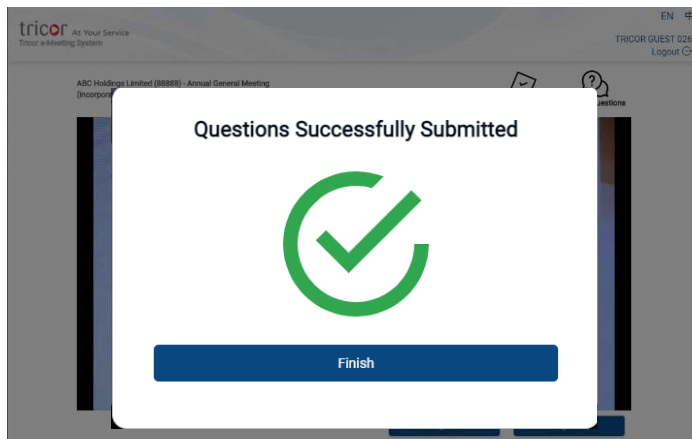
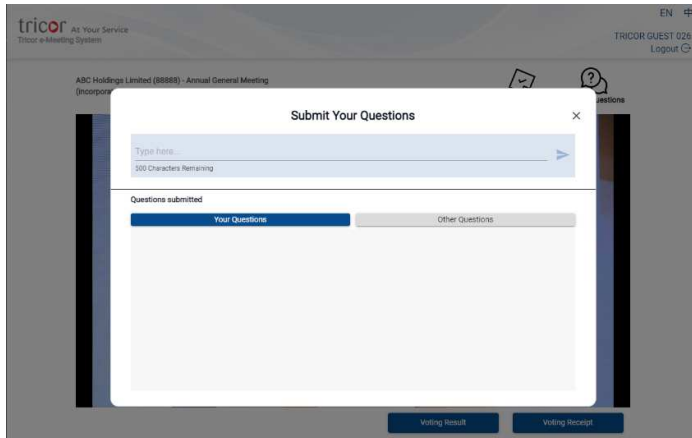




Review and Confirm


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.



To Ask Questions



28. By clicking  **Submit Questions**, 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.

(Note: We recommend writing your question concise. However, if you need to write more, you can click  **Submit Questions again for further submission.)**
30. **“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.