

## 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.

## 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 username and password (login details) ready for participation in the meeting online.
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:



Chrome



Microsoft Edge



Firefox



Safari

(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.

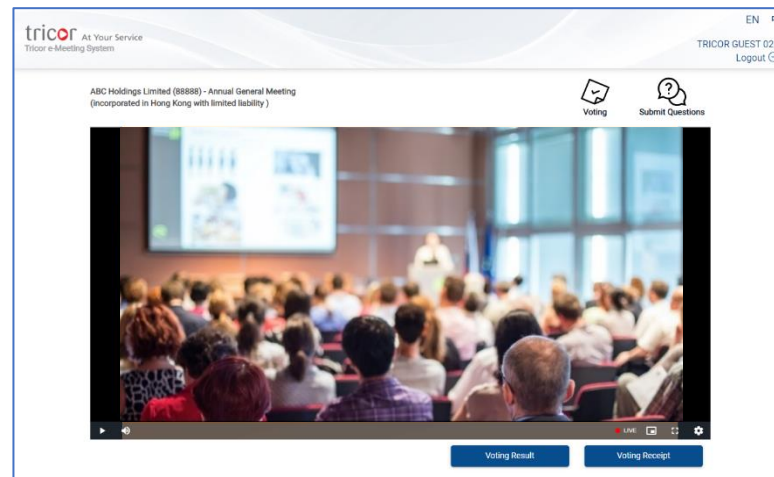
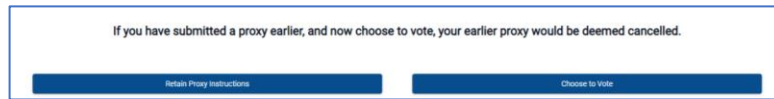
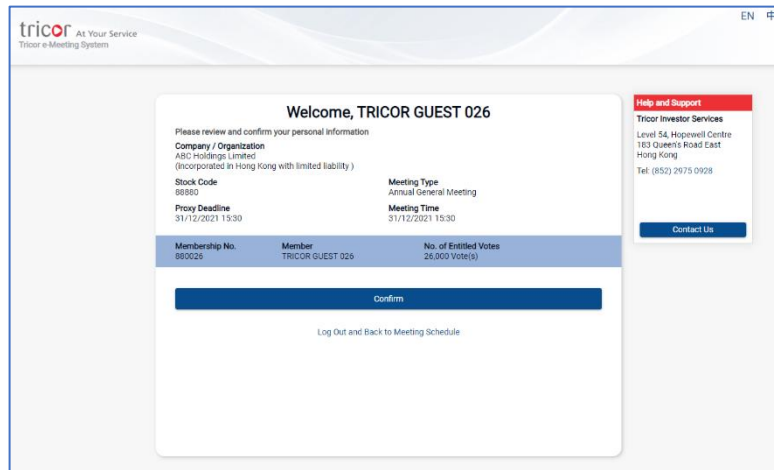
The screenshot shows the 'tricolor At Your Service' header. Below it, meeting details are displayed: Company/Organization (ABC Holdings Limited), Stock Code (88888), Proxy Deadline (31/12/2021 15:30), Meeting Venue (LEVEL 15, INTERNATIONAL TRADE TOWER, 348 KWUN TONG RD, NGAU TAU KOK), Meeting Type (Annual General Meeting), and Meeting Time (31/12/2021 15:30). There are two buttons: 'Submit Proxy' and 'Attend Meeting'. Below this, a list of documents is shown with 'View' buttons: NOTICE OF THE ANNUAL GENERAL MEETING, CIRCULAR, PROXY FORM FOR THE ANNUAL GENERAL MEETING, Electronic Proxy User Guide, and Online Meeting User Guide. A 'Back to Meeting Schedule' link is at the bottom.

### Log in using your username and password

5. Please ensure you are a shareholder / member, 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"**.

The screenshot shows the 'Log In' page. It features a 'Back' button, a 'Log In' title, and a 'Help and Support' section with contact information for Tricolor Investor Services. The main form contains fields for 'User Name' and 'Password', each with an eye icon for visibility. A 'Next' button is positioned below the password field. At the bottom, there is a note: 'For any enquiry, please contact Tricolor hotline at (852) 2975 0928'.


To attend the meeting and view the Live Streaming



9. Once logged in, you will see your Information Page.
10. Please review your information shown on the page. If there are any discrepancies, please contact Tricolor to assist.
11. 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).

**(Note: if you have previously submitted proxy instruction, a pop-up will show up and require your decision on whether to revoke or retain the submitted proxy instruction. Once confirmed cancel, proxy instruction will be deleted; OR once confirmed retain, you may continue to view Live Streaming of the meeting)**

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



To Vote

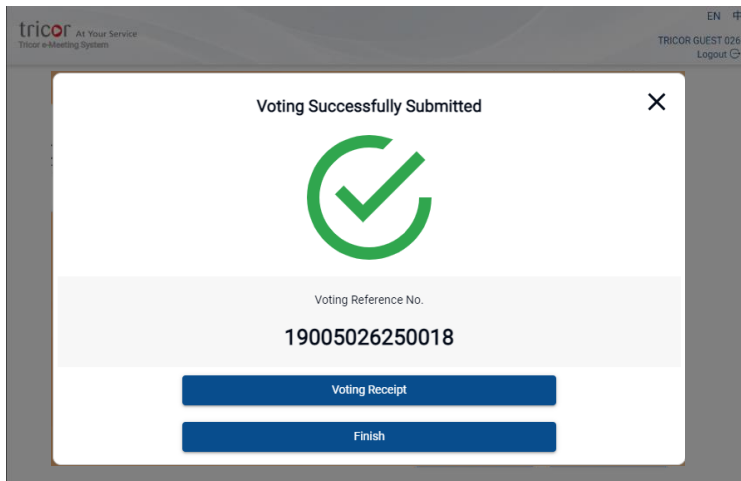
The screenshot shows the 'Voting' interface for a company. At the top, it displays 'Company / Organization' (ABC Holdings Limited), 'Membership No.' (880026), 'Member' (TRICOR GUEST 026), and 'No. of Entitled Votes' (26,000 Vote(s)). Below this, there are 'All For' and 'All Against' buttons. A 'Show Details' toggle is set to 'on'. The main area contains a table of resolutions with 'For' and 'Against' columns. A 'Submit' button is at the bottom.

Resolution(s)	For	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

13. By clicking  , you should be able to see a pop up Voting Page.
14. 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.
15. You can click "For" or "Against" [or "Abstain" where applicable] for each resolution one by one.
16. 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.



**Review and Confirm**

17. After completing your inputs, please click **“Submit”**.
18. A Review Voting Instructions Page will pop up for your review. Click **“Confirm”** to submit your voting instructions; or **“Modify”** for changes.
19. 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.)**

20. You may click the **“Voting Receipt”** to save or print your submitted voting instruction(s) for record.
21. Click **“Finish”** and return back to the meeting/Live Streaming Page.

**ABC COMPANY LIMITED**  
ABC 有限公司

**Annual General Meeting**  
股東週年大會

**Voting Receipt**  
投票存根

(1) Name of the Shareholder(s) (as registered) (IN BLOCK LETTERS) : TRICOR GUEST 026  
股東姓名(按股東登記冊所登記為準)  
(請以英文大楷填寫)

(2) Name of Proxy/Representative (where applicable) (IN BLOCK LETTERS) :  
代表人姓名(如適用)  
(請以英文大楷填寫)

(3) No. of share(s) held (See Notes below) : 26,000 Share(s)  
持有股份數目(見下列附註) 股

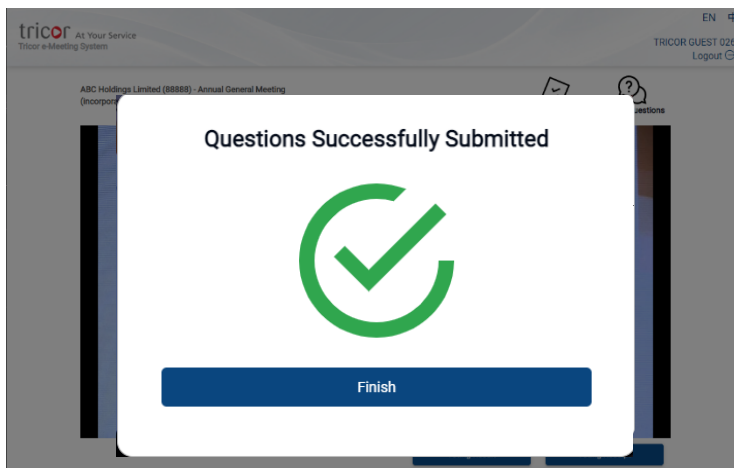
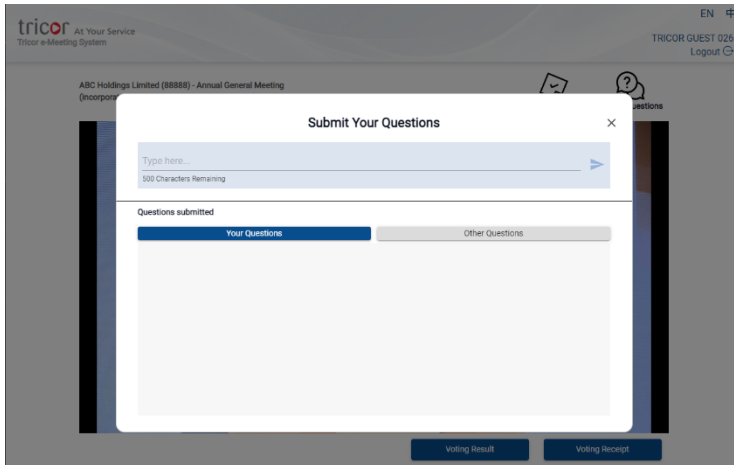
RESOLUTIONS 決議案	Please put a “/” below if you cast your 贊成投票“/”此欄#	Please put a “X” below if you cast AGAINST 反對投票“X”此欄#
1. To receive, consider and adopt the audited Financial Statements and the Directors' and Independent Auditor's Reports for the year ended 30th June, 2020. 收覽、考慮及採納截至二零二零年六月三十日止年度之經審核財務報告及獨立核數師報告。	✓	
2. To declare a final dividend of HK\$0.41 per ordinary share with no option for scrip dividend. 宣派末期股息每股派發0.41港幣或可選擇以股代息。	✓	
3. (i) To re-elect Mr. Wang as Director. 選舉黃先生為董事。	✓	
(ii) To re-elect Mr. David Li as Director. 選舉李先生為董事。	✓	
(iii) To re-elect Mr. Tang as Director. 選舉鄧先生為董事。	✓	
(iv) To authorise the Board to fix the Directors' remuneration for the financial year ending 30th June, 2021. 授權董事會釐定截至六月三十日止的財務年度之董事酬金。	✓	
4. To re-appoint Deloitte Touche Tomhats as Auditor for the coming year and to authorise the Board to fix their remuneration. 續聘德勤、關黃陳會計師行為核數師及授權董事會釐定其酬金。	✓	
5. (i) To approve share buy-back mandate (Ordinary Resolution on item 5(i) of the Notice of Annual General Meeting). 批准股份回購授權(列於股東周年大會通告內第5(i)項之普通決議案)。	✓	
(ii) To approve share issue mandate (Ordinary Resolution on item 5(ii) of the Notice of Annual General Meeting). 批准股份發行授權(列於股東周年大會通告內第5(ii)項之普通決議案)。		✓
(iii) To approve extension of share issue mandate (Ordinary Resolution on item 5(iii) of the Notice of Annual General Meeting). 批准擴大股份發行授權(列於股東周年大會通告內第5(iii)項之普通決議案)。		✓



Voting Reference No. 19005026250018  
投票參考編號

This is computer-generated document by Tricolor e-Meeting System for your own record only.  
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Date: 26 May 2021, 07:00 PM  
日期: 2021年5月26日下午07:00

To Ask Questions



22. By clicking  **Submit Questions**, you should be able to see a pop up message box.
23. 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.)**

24. **“Question Successfully Submitted”** will be displayed and your question will be sent to the chairman of the meeting.
25. Click **“Finish”** to return to the meeting/ Live Streaming Page.