Introduction

Apart from hybrid or online meeting, Vistra eVoting Portal also allows shareholders of the Company/members of the Organisation to submit electronic proxy ("e-Proxy") in addition to the traditional physical form before the meeting. Through our portal, shareholders/members can submit their e-Proxy 24/7 on our platform to appoint their own proxies to attend and vote on their behalf at their own convenience anywhere and at any time. Our e-Proxy functionalities support a rich set of features for managing proxy submission including facilitation of appointing single/alternative proxy, multiple proxies and proxy voting receipt issuance.

Help and Support

If you have any technical problems or require assistance, please call our dedicated eVoting hotline at (852) 2980 1333 from 9am to 5pm (Monday to Friday, excluding Hong Kong Public Holidays). Kindly note that the hotline staff cannot submit your proxy or input your voting instructions on your behalf.

Points to Note:

1. Please use the below browsers to log in our eVoting Portal:



- 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 proxy submission.
- 4. Concurrent login is not allowed for the same account for e-Proxy appointment.
- 5. When there is a change in your entitled holding upon your e-Proxy submission, you should review your proxy appointment and make corresponding amendments on your e-Proxy submission, if required. If there is a change in your entitled holding subsequent to your submission of e-Proxy, all voting instructions previously submitted may be deleted, subject to the discretion of the Company / Organisation.
- 6. Designated proxy submission deadline will be applicable to both physical and electronic proxy appointment. If there is a duplication in proxy appointments, whether by use of the physical proxy form, the electronic proxy form or both (each a "relevant proxy form"), the last relevant proxy form received (either at the address specified in such proxy form or through our portal) prior to the proxy deadline shall override all other appointments unless the proxy form indicates otherwise.

To Log In

Please use the below browsers to log in our eVoting Portal:



(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 Meeting Details Page

- 1. Refer to the Company's/Organisation's Notification Letter ("Letter") sent to you.
- Access the Meeting Details Page by scanning the QR Code or entering the hyperlink <u>https://evoting.vistra.com/#/</u> <u>unique 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 "Submit Proxy" to proceed.



Log in using your username and password

- 5. Please ensure you are a shareholder/ member 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".
- In the next Authentication page, please input your mobile number and press "Send SMS".
- 10. Check your own SMS message and input the "6-digit Verification Code" sent to you and then press "Next".
- If you did not receive the SMS, press "Send SMS" again to get the 6-digit Verification Code.





I/We, VISTRA USER 9, being the member(s) of ABC HOLDINGS LIMITED hereby appoint the following person(s) to attend, vote and act for me/us and on my/our behalf at the Annual General Meeting and at any adjournment thereof.

Please proceed by checking the box below and clicking "Next" button to provide your praxy voting instructions and download proxy receipt(s), confirm and agree to the proxy appointment set out above. //We hereby execute this proxy form by using an electronic signature in the form of clicking

ilt Edit Delete

Edit Delete

Address

No. of Votes

I wish to appoint CHAIRMAN OF THE MEETING as alternative if the above proxy(ies) ca

I wish to appoint CHAIRMAN OF THE MEETING as alternative if the above proxy(les) cannot attend

2,000

Wong Tai Man 2,000 Input P

Back and Restart the Proxy Assignment

Name of Proxy

Add Additional Proxy

1. Chan Siu Man

- 12. Once logged in, you will see your Information Page.
- 13. Please review your holding information shown on the page. If there are any discrepancies, please contact Vistra to assist.
- 14. Click **"Confirm"** to access the voting approach section if the information is correct.

Choose Voting Approach for electronic Proxy

- 15. Choose your preferred voting approach with the options provided:-
 - (i) Chairman of the Meeting(ii) One Single Proxy(iii) Multiple Proxies
- 16. Fill in the information required to proceed.
- 17. Enter a valid and correct email address to receive proxy's online login credential, if your proxy(ies) would like to attend the meeting online.

Appoint Your Proxy

- Input your proxy appointment details. You can assign all or parts of your holdings and edit or delete any inputted proxy appointment details.
- Check the box as using an electronic signature to confirm and agree to the Proxy appointment and then press "Next" to proceed.





Input Voting Instructions

- If you would like to provide your voting preference for the proxy assigned, press "Input Voting Instructions". Otherwise click "Next" to proceed.
- 21. By clicking "Input Voting Instructions", you will be able to see an electronic proxy form with information inputted.
- 22. Input your voting instruction for each of the assigned proxy.

Input for all of your Votes

- 23. 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.
- 24. You can click "for" or "Against" [or "abstain" where applicable] for each resolution one by one.
- 25. 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.

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Input for Split Votes

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



Review and Confirm

- 28. After inputting your voting instruction, click "Save & Review".
- 29. You will see a Review Voting Instructions Page. Check the box as using an electronic signature to confirm and agree to the voting instruction. Click "Complete" to submit your voting instruction; or "Back" for changes.
- A Voting Reference No. will be generated after your proxy voting instruction(s) is/are successfully submitted.
- 31. Upon inputting voting instructions for all of your proxies assigned, press "Next".



Download Proxy Receipt

- You may click the "Download All Proxy Receipt(s)" to download or print your submitted proxy voting instruction(s) for record.
- 33. Click "Finish & Log Out" and return back to the Meeting Schedule Page.