



## User Guide for the e-AGM Platform

The SPOT e-Meeting system allows members of the Institute to participate in the Annual General Meeting (AGM) online in a convenient and efficient way from anywhere with an internet connection. Members can view the live stream of the AGM, participate in polling and submit questions via their smartphones, tablets, or computer devices.

**Online polling** is available for members as well as their appointed proxies.

### Help and Support

If you have any technical problems or require assistance during or before the meeting, please call our dedicated e-Meeting hotline at (852) **2975 0928**. Prior to the date of the AGM, the hotline will only be available from 9:00 am to 5:00 pm (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:

- a. Please use the following browsers to log in our e-Meeting System:



Chrome



Microsoft Edge



Firefox

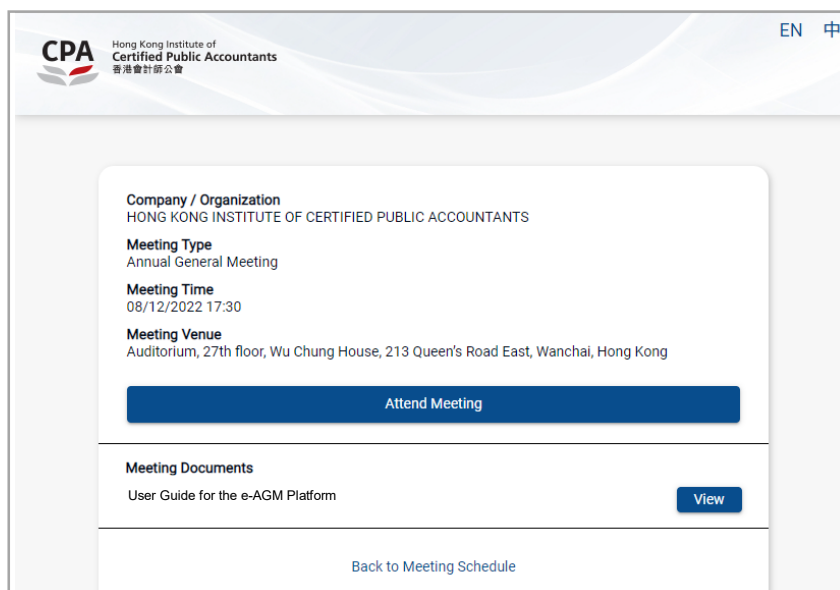


Safari

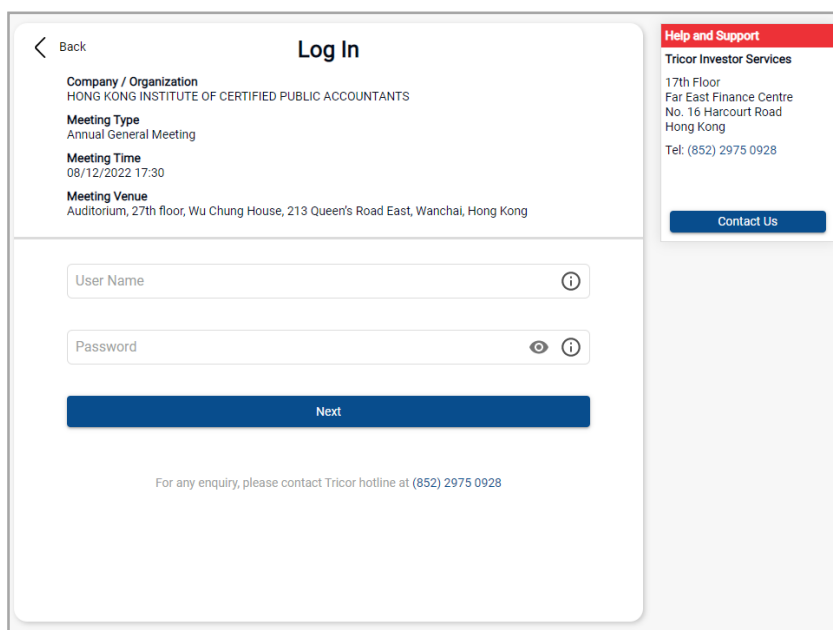
- b. It is highly recommended that you check your login details and computer settings before the meeting begins.
- c. Concurrent login sessions are not allowed for the same account attending the same meeting.
- c. All persons seeking to attend and participate in an online meeting shall be responsible for maintaining adequate facilities and reliable internet connection to enable them to do so. The internet connection has to support video streaming for optimal video quality and speed. If you are using a shared connection, please ensure your internet speed is not slowed down by other shared user(s) who may be running other applications/ live streaming at the same time.
- d. 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 platform. **Please note that this will not invalidate the proceedings of the meeting which will continue and remain effective.**
- e. As the meeting proceedings are broadcasted live, you may miss certain parts of the broadcast after buffering if you do not have an adequate or steady internet connection to keep pace with the meeting proceedings. Unlike other video application like YouTube, you cannot rewind the live stream to view the parts you may have missed.
- f. Apart from some of the possible risks listed above, the 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 may join the physical meeting either in person, or by appointing a proxy/ the chairman of the meeting to vote on your behalf at the hybrid AGM by submitting the proxy form no later than 5:30 p.m., 6 December 2022 (Tuesday).

## A. To log in

1. Refer to the Institute's email sent on 29 November, or enter the link <https://spot-emeeting.tricor.hk/#/29>
2. Press “Attend Meeting” to proceed.



3. Enter your Membership no. as the user name and enter the combination of your ID card and date of birth as the password as instructed in the email sent on 29 November.
4. Click the “Next” button to login.



5. In the next Terms & Conditions page, please read and check the box and then press “Next”.

## B. To attend the meeting and view the live stream

- Once logged in, you will see your personal information page. If there are any discrepancies, please press “Contact Us” or call the Tricor hotline under “Help and Support” for assistance.
- Please review and click “Confirm” to access the online meeting page.

**(Note: Once you click “Confirm”, you will be deemed to have registered your attendance and all your proxy instructions previously submitted, if any, will be revoked.)**

The screenshot shows a confirmation page for a user named CHAN, Tai Man. The page is titled "Welcome, CHAN, Tai Man" and asks the user to review and confirm their personal information. The information displayed includes:

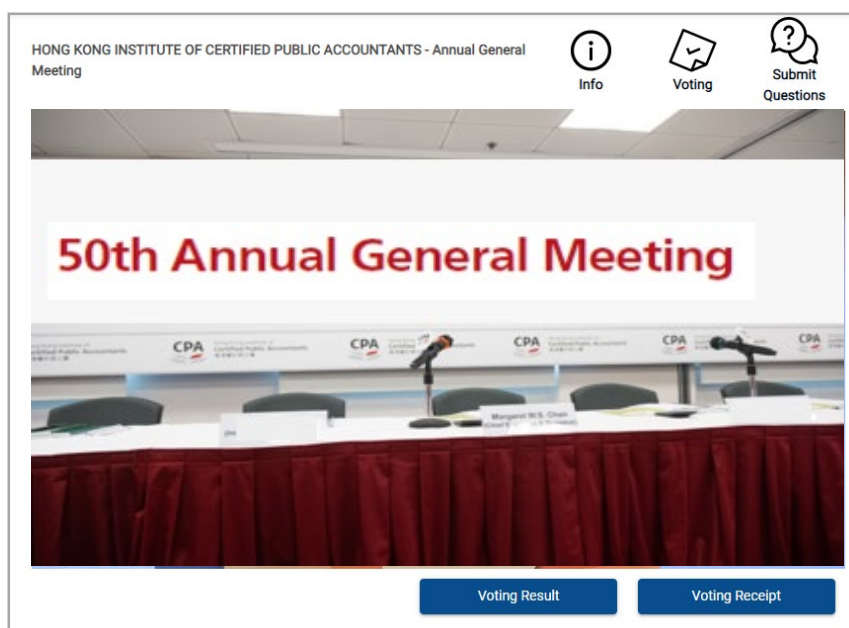
- Company / Organization: HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
- Meeting Type: Annual General Meeting
- Meeting Time: 08/12/2022 17:30

Membership No.	Member	No. of Entitled Votes
Axxxx	CHAN, Tai Man	1 Vote(s)


At the bottom of the page, there is a large blue "Confirm" button. On the right side, there is a "Help and Support" section with contact information for Tricor Investor Services, including the address (17th Floor, Far East Finance Centre, No. 16 Harcourt Road, Hong Kong) and telephone number (852) 2975 0928. A "Contact Us" button is also present.

- After clicking “Confirm”, you should be able to view the live stream of the meeting.

The broadcast will start automatically when the meeting commences.



## C. Polling procedures

- By clicking  you should see a pop up Voting Page.

You can click “For” or “Against” 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.

X

Company / Organization	Membership No.	Member	No. of Entitled Votes
HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	Axxxx	CAHN, Tai Man	1 Vote(s)

**Resolution(s)**

Show Details  Split Vote

All For
All Against

	For	Against
1. To approve the statement of accounts.	<input type="radio"/>	<input type="radio"/>
2. To appoint an auditor of the Institute under Professional Accountants By-Law 42.	<input type="radio"/>	<input type="radio"/>

Please review your voting instruction before submission

Submit

10. After completing your inputs, please click “Submit”.
11. A Review Voting Instructions Page will pop up for you to review your voting instructions before completing the process. Check the box to confirm and agree to the voting instructions set out on the voting form. Click “Confirm” to submit your voting instructions; or “Modify” to make any changes.
12. You may click the “Voting Receipt” to save or print your submitted voting instruction(s) for your record.
13. Click “Finish” and return to the meeting/Live Streaming page.

**Voting Successfully Submitted**

Voting Reference No.

12345678912345

Voting Receipt
Finish

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Annual General Meeting

Held on Thursday, 8 December 2022 at 5:30 p.m.

Voting Receipt

(1) Name of the Member(s) (as registered) (IN BLOCK LETTERS) : 1 CHAN, Tai Man

(2) Name of Proxy (where applicable) (IN BLOCK LETTERS) :

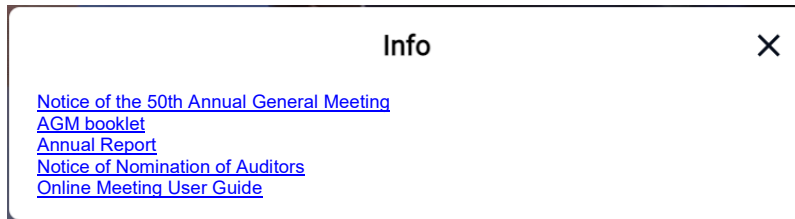
RESOLUTIONS	FOR	AGAINST
1. To approve the statement of accounts.	✓	
2. To appoint an auditor of the Institute under Professional Accountants By-Law 42.	✓	

Voting Reference No. : 12345678912345

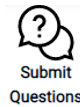
This is computer-generated document by **Tricor e-Meeting System** for your own record only.

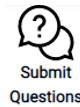
#### D. To view AGM documents

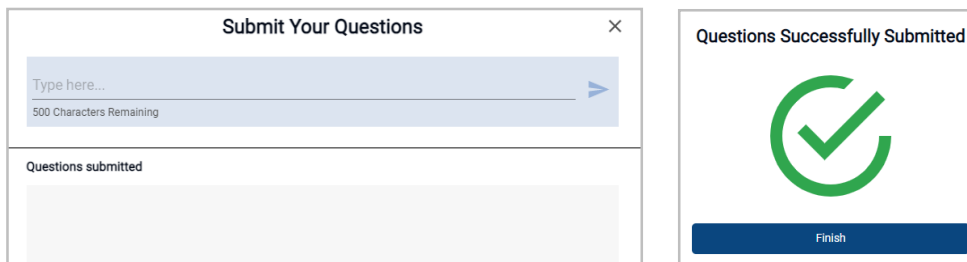
14. By clicking Info, you should be able to see a pop up page with the documents related to the AGM, you may click the links to review them.



**E. To submit questions**



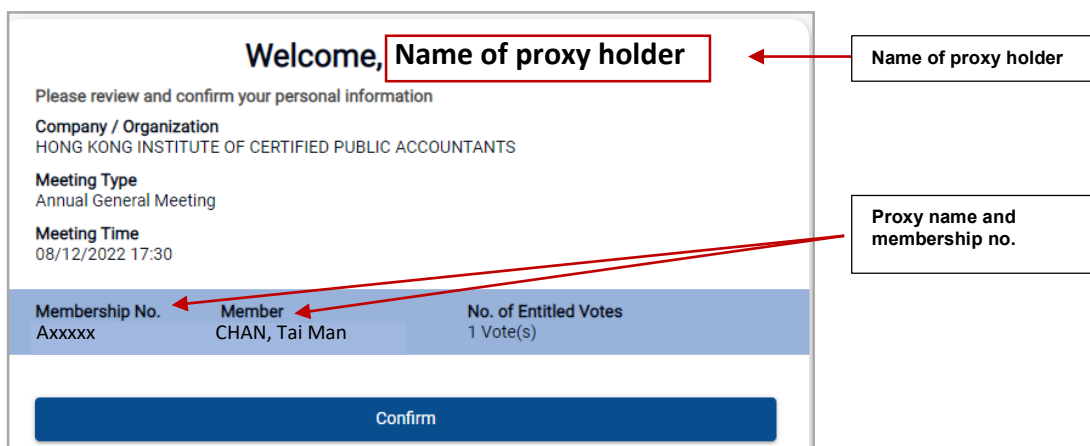
15. If you want to submit a question, you may click  for a pop up message box.
16. Type your questions in the space provided (limited to 500 English letters or 250 Chinese characters), click the icon submit.



17. The message “Question Successfully Submitted” will be displayed and your question will be sent to the chairman of the meeting.
18. Click “Finish” to return to the meeting/Live Streaming page.

**F. Proxy holder**

19. If you are a proxy holder, you should log in and cast your votes in accordance with the above steps. You should then log in on behalf of your proxy using an additional set of login details for each proxy, which has been sent to you separately. You should not share the login and password with anyone else.
20. Please ensure you are the proxy holder who has been authorized to vote before entering the login page. If your proxy has logged in at the time of the meeting, your proxy appointment will be revoked.
21. Follow steps 1-6 to log in to the meeting using the login details for each proxy. You will see the name and the information of your proxy.



22. After clicking “Confirm”, you should be able to view the live streaming of the meeting.



23. By clicking **Voting** you should see a pop up Voting page.

24. For members who have submitted their voting preference to the proxy, the proxy holder is not required to input any vote and the relevant submitted votes cannot be amended.

Voting				✕
Company / Organization	Membership No.	Member	No. of Entitled Votes	
HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	Axxxx	CAHN, Tai Man	1 Vote(s)	
<b>Resolution(s)</b>				
Show Details <input checked="" type="radio"/> Split Vote <input type="radio"/>				
			All For	All Against
			For	Against
1.	To approve the statement of accounts.		<input checked="" type="radio"/>	<input type="radio"/>
2.	To appoint an auditor of the Institute under Professional Accountants By-Law 42.		<input checked="" type="radio"/>	<input type="radio"/>
Please review your voting instruction before submission				
<input type="button" value="Submit"/>				

25. After clicking the “Submit” button, a Review Voting Instructions page will pop up for your review. Check the box to confirm and agree to the voting instructions set out on the voting form. Click “Confirm” to submit your voting instructions; or “Modify” to make any changes.

26. You may click the “Voting Receipt” to save or print your submitted voting instruction(s) for your records.

27. If you have more than one proxy, please repeat steps 21-26 for each of the proxy.

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