



香港投資者關係協會  
Hong Kong Investor Relations Association

## HKIRA April Webinar

# How to hold AGMs amid Covid-19 uncertainty?

**22 April 2020 (Wed)**  
**5pm – 6pm**



香港投資者關係協會  
Hong Kong Investor Relations Association

# Members Benefits 2020



EUROLAND IR





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# BUDDIES PROGRAM

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## Panel Speakers

### Moderator



**Mr. Eric Yau**  
Chief Strategy Officer  
Link Reit



**Ms. Catharine Wong**  
MD - Head of Share Registry & Issuer Services  
Tricor



**Mr. Michael Ling**  
Deputy Company Secretary  
CLP



**Mr. Osbert Kho**  
CEO  
irasia.com





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# How to hold AGMs amid Covid-19 uncertainty?

Sharing by



**Ms. Catharine Wong**

MD - Head of Share Registry & Issuer Services, Tricor

## Better Shareholders' Meeting with Tricor

- **Tricor – Market Leader for Meeting Management & Poll Scrutineer Services**

Tricor is a market leader for meeting management and poll scrutineer services. Tricor is one of the most trusted scrutineer to ensure listed issuers are in full compliance with all relevant regulatory requirements.

- **Full package of meeting management solutions –from documentation to meeting procedures**

Tricor administers the whole meeting processes for you, starting with reviewing all meeting documentations required which include proxy forms, meeting notices, online meeting user guide, meeting procedures, chairman scripts to testing the system ahead of the meeting and going through meeting procedures with chairman.

- **Tricor e-Meeting System (Hybrid, virtual meeting, on-site E-Voting and e-proxy)**

The adoption of virtual (online only) and hybrid(online and in-person) meetings is a major step in improving the capacity for shareholders to participate without incurring the challenges of physical attendance. **Tricor e-meeting system** allows shareholders to vote online, view the livestreaming of the meeting and ask questions online as shareholders do at a physical meeting without the need of physical attendance. **E-meeting system can support more scalable meetings and safer meetings amid the COVID-19 situation.**

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MD - Head of Share registry & Issuer  
Services, Tricor





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# COVID19 – How to handle General Meetings better

## 1. Use of Technology to enable non-physical attendance and voting

- Consider to hold a hybrid AGM
- Check company's constitutional documents and application laws whether hybrid meeting is allowed
- Make sure shareholders are informed in good time with the arrangement
- Share holders can join the meeting without the need to attend physical; reduce the need to have a huge gathering of people in one physical location.
- Reduce the cost in booking a bigger venue to ensure sufficient physical distancing

## 2. Vote by Proxy

- Encourage more shareholders to vote by proxies (usually by appointing the Chairman) or investors to vote through HKSCC Nominees Limited by giving instructions to their brokers and custodians
- Encourage shareholders or non-registered investors behind CCASS to submit questions ahead of the AGM

## 3. Management of Physical Meetings

- Check exemption applies for the meeting under the “Prohibition on Group Gathering Regulations”
- Manage the number of physical attendees such as use of multiple meeting rooms linked by telecommunications to reduce headcount at one single venue
- Take all practicable health precautions measures, including mandatory screening of body temperatures, use of face masks, booking a venue with larger space to ensure sufficient physical distancing, no food or souvenir

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Services, Tricor



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# Hybrid or Virtual Meeting



**Ms. Catharine Wong**

MD - Head of Share registry & Issuer  
Services, Tricor



# What is Hybrid Meeting



- Hybrid Meeting takes the best of both In-Room meeting and Virtual meeting, bridging them together with the latest technology. Not only it creates a more efficient and effective way for members to attend meetings, but also helps the Board to manage better communications with members.

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# Benefits of Hybrid Meeting

**Shareholder Engagement**

Members who cannot attend physically now will be able to join via online platform at anytime from anywhere using their own desktop or mobile devices.

**Corporate Governance and Efficiency**

With voting taking place in real time, an instant result can be provided; higher level of voting accuracy, auditability and reporting.

**Cost Effective**

Reduction in costs with reduced accommodation requirements at physical location, fewer human efforts to count votes.

**Scalable and Secure**

Capable to accommodate any size of meeting or event. Our unique, encrypted technology has been proven secure and accurate.

**Environmentally Friendly**

No need to print for paper votes, saving paper, time and human effort.

**Corporate Image**

Achieves global best practice and enhance the corporate image by improving shareholder perception through efficient use of modern technology.

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MD - Head of Share registry & Issuer Services, Tricor

# Features of Hybrid Meeting



## Interactive Q&A platform

Attendees can submit their questions through our Q&A platform, while the Board can view their questions and responses in real time.



## Live streaming and slides

Apart from instantaneous voting, meeting presentation can also be viewed with live streaming through our system by virtual attendees.



## Online voting

Members can submit their votes online anywhere using own devices with immediate voting results available.



## Secure

Our technology operates under a secure dedicated network. All confidential data in both storage and transit are encrypted with industry-standard encryption algorithm.



## Support

With the flexibility of system design and experienced technical expertise, Tricor e-Meeting System will be able to provide the ideal solution for meeting supports.

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Services, Tricor





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# Hybrid Meeting -Efficient online voting

The screenshot shows the Tricor e-Meeting System interface. At the top, it says "tricolor At Your Service" and "Tricor e-Meeting System". The user is logged in as "CHAN TAI MAN". The main heading is "Voting". Below this, a table displays the user's details:

Company	Folio No.	Shareholder	No. of Entitled Shares/Units
ABC HOLDINGS LIMITED	83222	CHAN TAI MAN	52,000 Share(s)

Below the table, the section "Resolution(s)" is shown with a "Show Details" toggle (checked) and a "Split Vote" toggle (unchecked). There are two main columns for voting: "All For" and "All Against". Each column has a sub-column for "For" and "Against". The resolutions are listed in a table with checkboxes for voting.

Resolution(s)	For	Against
1. To receive the audited financial statements and the Report of the Directors and the Independent Auditor's Report for the year ended 31 December 2013	<input type="radio"/>	<input checked="" type="radio"/>
2. To re-elect Mr. Lei Qyn Giza as Director	<input checked="" type="radio"/>	<input type="radio"/>
3. To re-elect Mr. Qxxx Pyh K22T as Director	<input type="radio"/>	<input checked="" type="radio"/>
4. To re-elect Mr. Gog Yym K22 as Director	<input type="radio"/>	<input checked="" type="radio"/>
5. To authorise the Board of Directors to fix the remuneration of the Directors	<input checked="" type="radio"/>	<input type="radio"/>
6. To re-appoint Messrs. A & B as auditors and to authorise the Board of Directors to fix their remuneration	<input type="radio"/>	<input checked="" type="radio"/>
7. To give a general mandate to the Directors to buy back shares of the Company	<input type="radio"/>	<input checked="" type="radio"/>

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Services, Tricor

## Hybrid Meeting – livestreaming with multi-feeds



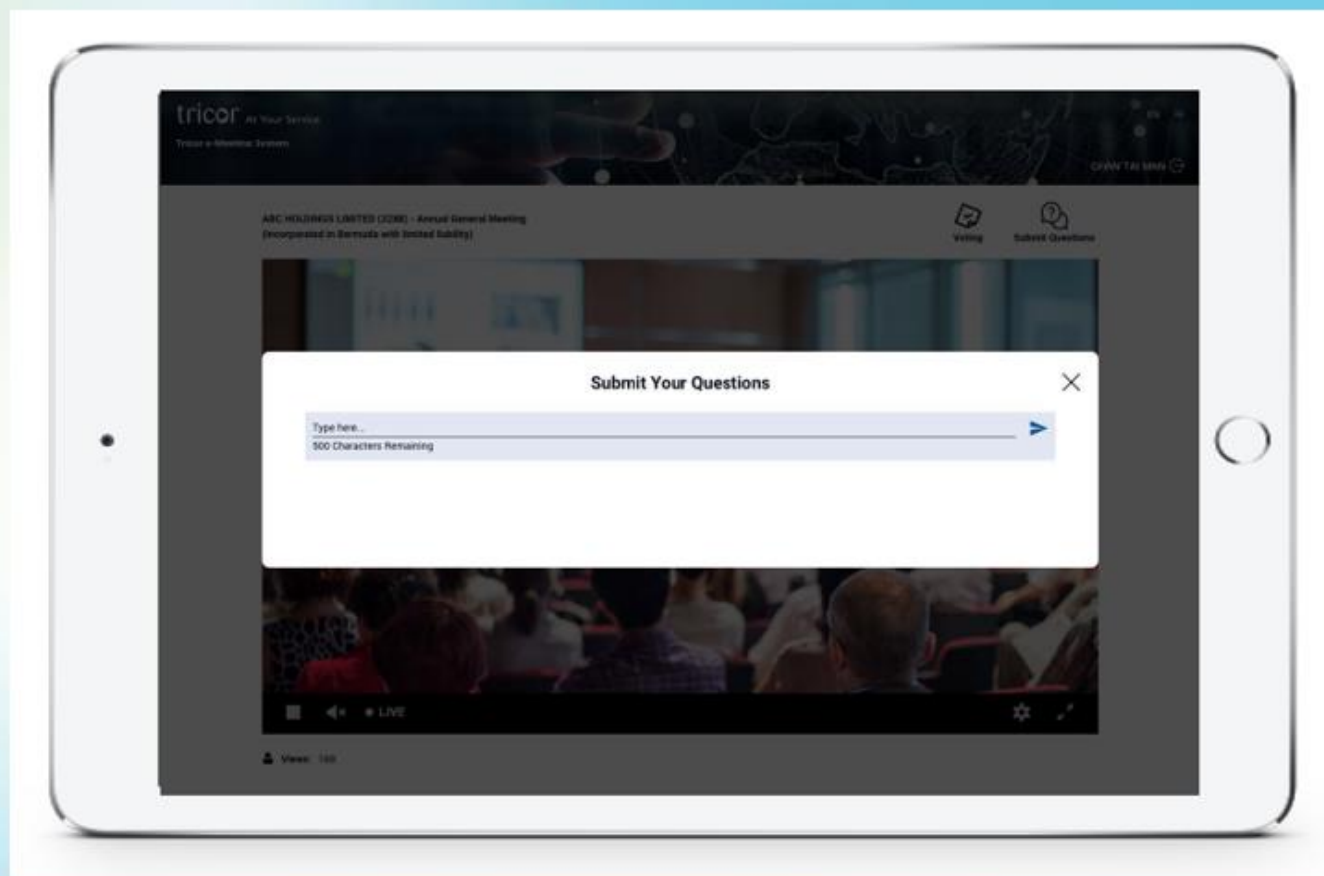
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# Hybrid Meeting – Submit Questions Online



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Deputy Company Secretary, CLP



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**Mr. Osbert Kho**

CEO, [irasia.com](http://irasia.com)

# Introduction

- irasia.com specializes in Online Investor Relations
- >10 years of experience in webcasting and online events
- Online/hybrid events includes: results announcement, press conference, AGM, internal management meeting, company visits etc.

**Mr. Osbert Kho**

CEO, irasia.com



# Challenges

- More space for attendees - multiple rooms/locations
- Directors not in HK or cannot attend physically
- Shareholders prefer to attend remotely

**Mr. Osbert Kho**

CEO, irasia.com

# Communication Tools

- Traditional Video Conferencing (dedicated meeting solution)
- Web meeting (meeting solution over Internet)
- Webcasting (broadcasting solution, one to many)

## Panel Speakers

### Moderator



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# Q & A