

**3.2 Nominee Services**

**3.2.3 Voting**

Investor Participants can select to attend meeting or vote in respect of their stock balances held in CCASS by inputting Voting Instructions via the CCASS Phone System, CCASS Internet System or by submitting ‘Corporate Voting Instruction Input Request Form’ to our Customer Service Centre on or before the voting deadline. Investor Participants can also appoint a representative to attend the meeting via CCASS Internet System or Customer Service Centre.

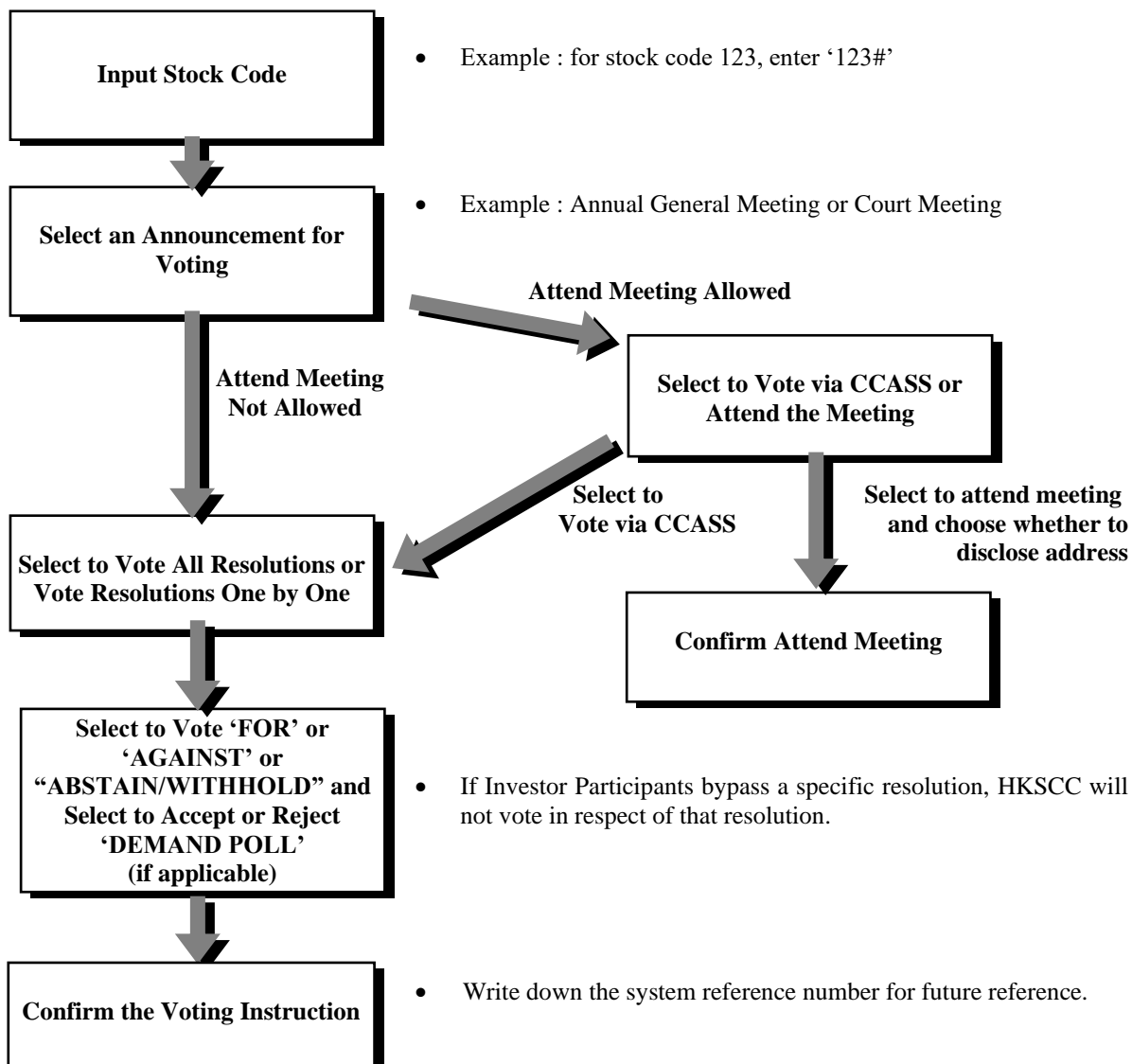
**To Input/Change Voting Instructions via the CCASS Phone System:**

Select ‘Dividend Election or Voting’ by Pressing ‘4’ at the Main Menu...

Select ‘Voting Instruction’ by Pressing ‘2’ at the Sub Menu...

Select ‘Input/Change Voting Instruction’ by Pressing ‘1’ at the Sub Menu...

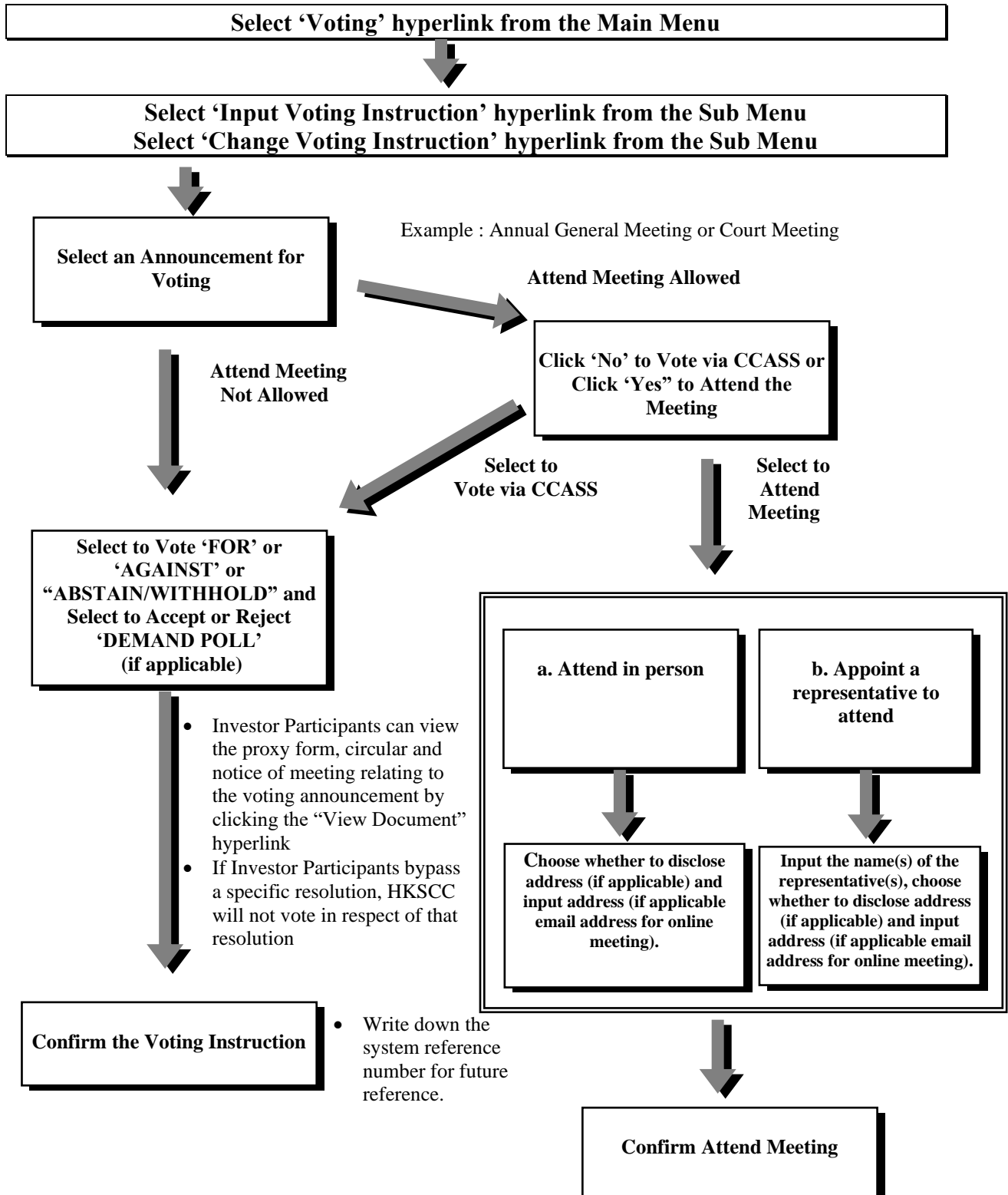
Select ‘Input Voting Instruction’ by Pressing ‘1’ or  
‘Change Voting Instruction’ by Pressing ‘2’ at the Sub Menu...



**3.2 Nominee Services**

To Input/Change Voting Instructions via the CCASS Internet System :

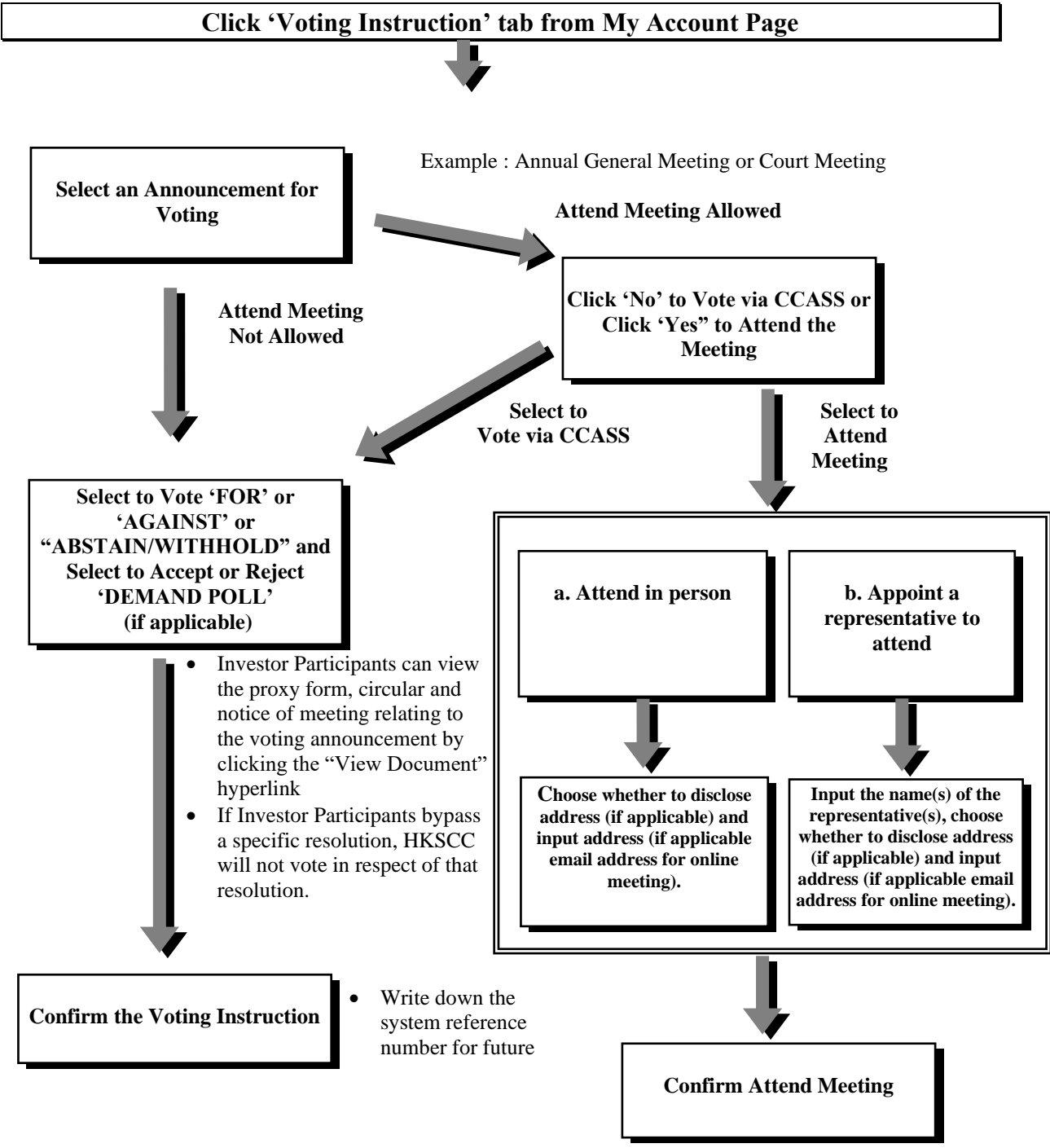
From Main Menu



**3.2 Nominee Services**

**To Input/Change Voting Instructions via the CCASS Internet System :**

**From My Account Page**



**3.2 Nominee Services****Important Notes :**

- Under normal circumstances, the deadline for inputting Voting Instructions in respect of company meetings held in HK is usually one business day before the relevant meeting day, subject to the constitutive documents of the issuers & applicable laws. Otherwise, the deadline prescribed by HKSCC for the giving of instructions will be on a day which in the opinion of HKSCC would enable it to have sufficient time to submit the relevant instructions to the issuer or its authorised agent or representatives.
- Individual/Joint/Corporate Investor Participants can input voting instruction via CCASS Internet System or CCASS Phone System or to submit a “Corporate Voting Instruction Input Request Form” in person to our Customer Service Centre before the CCASS voting deadline.
- Individual/Joint Investor Participants can select to attend the meeting in person via CCASS Internet System or CCASS Phone System or to submit a “Corporate Voting Instruction Input Request Form” in person to our Customer Service Centre before the CCASS voting deadline.
- Only one of the account holders for each Joint Account is allowed to attend and vote at the meeting if the Joint Investor Participants select to attend the meeting in person.
- If Individual/Joint/Corporate Investor Participants choose to appoint representative(s) to attend the meeting, they can input the name(s) of the representative(s), address and email address (if applicable) via CCASS Internet System or to submit a “Corporate Voting Instruction Input Request Form” to our Customer Service Centre before the CCASS voting deadline. A maximum of four representatives can be nominated but only one of them can attend and vote at the meeting. Please do not input any information other than the Name (e.g. Hong Kong ID Number or Passport Number).
- Address field is an optional field and it is only applicable to the appointment of Proxy. The address of “HKSCC Nominees Limited” will be provided to the issuer or appointed agent if Investor Participants select not to disclose the address.
- If Investor Participants select to attend and vote at the meeting themselves or to attend by appointed representatives, their names or the names of their representative, address and email address (if applicable) together with their shareholdings will be disclosed to the listed company.
- If Investor Participants wish to attend a meeting with online arrangement, they may provide an email address via CCASS Internet System no later than CCASS voting deadline.
- If Investor Participants submit voting instruction (including instructions to attend and vote at the meeting themselves or by appointed representatives) and have nil holdings on the last registration day/ record date/ the CCASS voting deadline, the voting instruction will be cancelled.
- For “Change Voting Instruction” via CCASS Internet System or CCASS Phone System, the previous input of the voting instruction will be superseded.
- The voting rights of the Investor Participants in a poll or in a show of hands at the meeting will be governed by the Memorandum and Articles of Association (where applicable) or By-laws of the listed company or applicable laws.
- The proxy form, circular and notice of meeting are also available at CCASS Internet System. Investor Participants can view the proxy form, circular and notice of meeting by clicking the “View Document” hyperlink of the meeting via Input/Change/Enquire Voting Instruction function. The proxy form obtained from CCASS Internet System is for information only.
- For voting instructions input after 7:00pm on Friday and during the weekend, the activities will be printed on following business day’s (following Monday) Activity Statement.