

Online User Guide to the AGM@Convene Portal

If you choose to attend the HKIA AGM 2021 online, you will be able to attend, watch the live webcast of the AGM, submit questions and cast your votes in real time. To do this you will need to visit the HKIA's AGM 2021 platform on the AGM@Convene portal that you can access [here](https://conveneagm.com/hk/HKIAagm2021) (<https://conveneagm.com/hk/HKIAagm2021>). You will need the latest versions of browsers e.g. Chrome, Safari, Microsoft Edge or Firefox. Please ensure your browser is compatible.

Members should note that only **one device** is allowed per login.

For detailed step-by-step procedure, kindly refer to [Convene Online User Guide](#) as attached, which is also available on HKIA website.

A. REGISTER & ACTIVATE YOUR ACCOUNT

Verifying your Email and Sign Up

1. You will use your email address to log in and access the AGM@Convene portal.
2. To verify your email address, Convene will send you an account activation email. By clicking the personalized link in the email, you will be directed to the Sign Up page at the AGM@Convene portal.
3. Click **Sign Up**.
4. Create your own **password** for your account with AGM@Convene.
5. **Retype** the **password**.
6. Check the box to agree with the terms of service.
7. Click **Continue**. An OTP (one-time password) or verification code will be sent via SMS to your mobile phone number (as per the record in HKIA).
8. Enter the **verification code**, and your AGM@Convene account is set up. You can now log in to the HKIA AGM 2021 main page at AGM@Convene (<https://conveneagm.com/hk/HKIAagm2021>).

B. ACCESS THE AGM@CONVENE PORTAL

Sign in to AGM@Convene

9. Once you have successfully created your AGM@Convene account, you can always return to the [portal](https://conveneagm.com/hk/HKIAagm2021) <https://conveneagm.com/hk/HKIAagm2021> to view the AGM information and updates.
10. Enter your verified **Email address** and your chosen **Password**.
11. Click **Sign in**. An OTP or verification code will be sent via SMS to your mobile phone number.
12. Enter the **verification code**, and you can now log in to the **HKIA AGM 2021 main page** at AGM@Convene.
13. You can view / download the AGM documents available on the portal.

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To sign-up your account with AGM@Convene, please click the "Sign Up" button below. You will be able to attend, watch the live webcast of the AGM, submit questions and cast your votes in real time from the account page on the date of the AGM.

Sign Up

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Thank you for verifying your email!

Please provide a password to complete your new account.

This will be your password to access your account to watch or listen to the "live" webcast of the AGM proceedings, submit questions, or your proxy form.

Password *

Use 8 or more characters with a mix of letters or numbers.

Retype Password *

Your First Name

* I/we agree to the AGM@Convene [End User Terms of Service](#) and [Privacy Policy](#).

Continue

Already have an account? [Sign In](#)

8 & 12

Verify Your Phone Number

Please enter the verification code sent to your mobile phone number registered with HKIA

Tp - [] [] [] [] [] [] [] []

[Resend verification code?](#)

14. You can access the AGM@Convene portal from 00:00AM Hong Kong time on Friday 26 November 2021. However, please note that your ability to vote will not be enabled until the Honorary Secretary formally declares the poll open, which will take place during the AGM.

C. ON THE DAY OF AGM

Sign in (as Step B above)

15. When the AGM starts, members can attend the meeting, watch the live webcast, ask questions and vote.
16. For physical attendees, you can approach the reception desk at the AGM venue to scan your designated QR code to sign in directly to get ready for voting.

D. ELECTRONIC VOTING

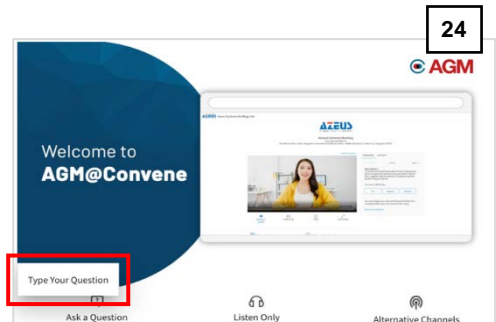
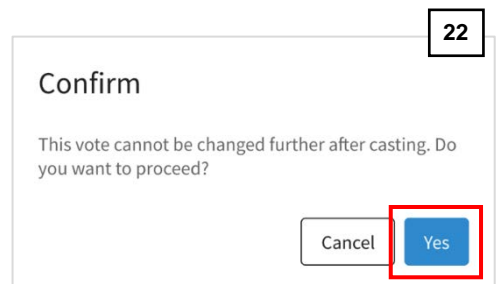
Electronic voting to cast your votes during the AGM (for eligible voters only)

17. Voting on all resolutions will be enabled at the AGM platform once the Honorary Secretary formally declares the poll open.
18. Members may, at any time while the poll is open, **vote electronically** on any or all of the resolutions.
19. When the poll is open, the list of resolutions being put to the AGM will appear on the platform with the options of “FOR” and “AGAINST”.
20. If you are in favour of a resolution, you can select “FOR”; otherwise “AGAINST”. If you do not select either option for a resolution, it means you abstain from casting your vote. It will not be counted as it is not a valid vote.
21. Once you have selected your option, click **Next** to the next resolution, until you finish casting your votes (there is no “submit” button). You can also view all resolution on one page, and cast your votes at once.
22. You will be asked to **Confirm** your votes cast. Click **Yes**, and your votes are recorded. (Revoke is not allowed after confirmation of your selections)
23. You can cast your votes until HS declares the poll close. Thereafter, no more vote will be accepted.

E. ASKING QUESTIONS DURING THE AGM




Submit questions in writing

24. During the AGM, members can submit questions in writing by selecting the “Ask a question” button at the bottom-left corner.


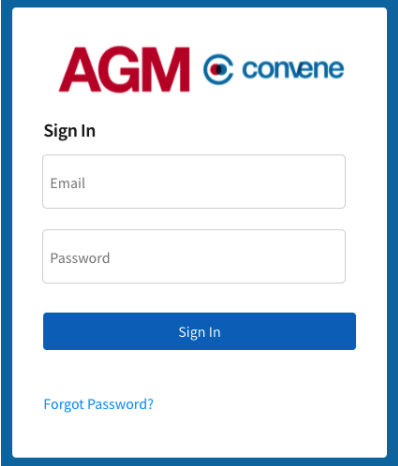
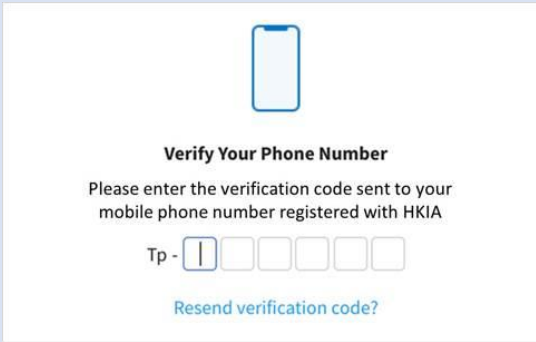


Technical support : If members experience technical difficulties or require assistance prior to or during the AGM, please call Convene's Support Team via hotline +852 2512 3666 or email support@conveneagm.com. You may also use the live chat at <https://www.azeusconvene.com/virtual-agm/support>.

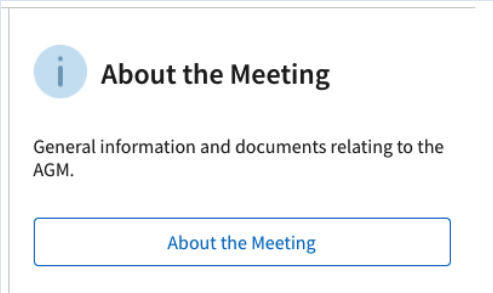
How to sign-up an account

No.	Step	Reference
1	<p>You will receive an email link from AGM@Convene to sign-up your account.</p> <p>Click Sign Up.</p>	<p>To sign-up your account with AGM@Convene, please click the "Sign Up" button below. You will be able to attend, watch the live webcast of the AGM, submit questions and cast your votes in real time from the account page on the date of the AGM.</p> <div style="text-align: center;">  </div>
2	<p>Type your chosen password (with 8 or more characters with a mix of letters and numbers) and retype it.</p> <p>Tick the checkbox.</p> <p>Click Continue.</p> <p>Your account will then be created.</p>	<p>Thank you for verifying your email!</p> <p>Please provide a password to complete your new account.</p> <p>This will be your password to access your account to watch or listen to the "live" webcast of the AGM proceedings, submit questions, or your proxy form.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Password * <input style="width: 100%;" type="password"/> </div> <p>Use 8 or more characters with a mix of letters or numbers.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;"> Retype Password * </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;"> Your First Name </div> <p><input type="checkbox"/> * I/we agree to the AGM@Convene End User Terms of Service and Privacy Policy.</p> <div style="text-align: center; margin-top: 10px;">  </div> <p>Already have an account? Sign In</p>
3	<p>You will receive a SMS with verification code for login.</p> <p>Enter the verification code.</p> <p>You will be logged in the AGM portal.</p>	<div style="text-align: center;">  </div> <p>Verify Your Phone Number</p> <p>Please enter the verification code sent to your mobile phone number registered with HKIA</p> <p>Tp - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p style="text-align: center;">Resend verification code?</p>

How to access the AGM portal

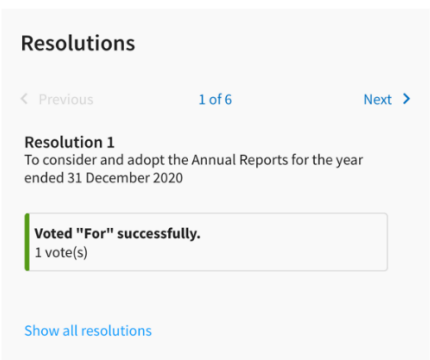
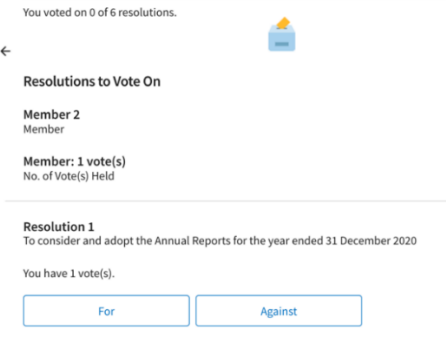
No.	Step	Reference
1	Visit the AGM@Convene Member Portal (https://conveneagm.com/hk/HKIAagm2021) and select Sign In .	
2	Enter your Email and Password and select Sign In .	
3	You will receive a SMS with verification code. Enter the verification code.	

How to view AGM information and documents

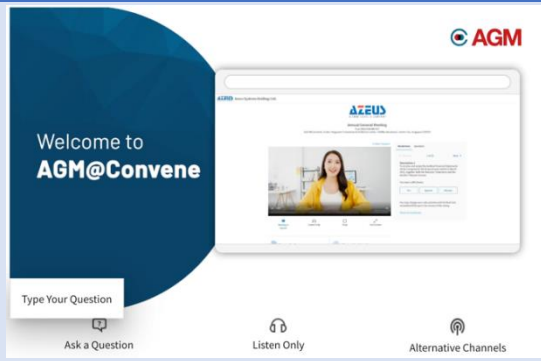
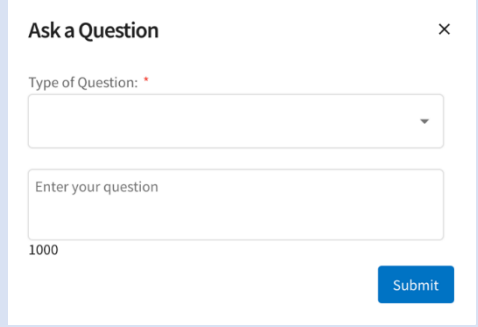
No.	Step	Reference
1	After signing in, click About the Meeting .	
2.	You can view the AGM information and click the link to download the documents	

How to cast a vote on the AGM Day

No.	Step	Reference
1	Visit the AGM@Convene Member Portal (https://conveneagm.com/hk/HKIAagm2021) and select Sign In .	
2	Enter your Email and Password and select Sign In .	
3	You will receive a SMS with verification code. Enter the verification code.	
4	You can cast your votes by clicking For or Against . Note: Minimize the webcast if it is on full screen by pressing Esc or double-clicking on the screen.	
5	Click Yes to confirm your votes. The votes will be submitted and confirmed. The vote cast cannot be changed afterwards.	

No.	Step	Reference
6	After voting on the resolution, click Next to view next resolution for voting.	
7	Alternatively, you can click on Show all Resolutions in Step 3 and cast your votes on the resolutions in one screen. If you have voted on all the resolutions, click Close .	

How to ask a question on the AGM Day

No.	Step	Reference
1	After signing in, click Ask a Question below the webcast.	
2	Choose Type Your Question.	
3	Choose the relevant resolution under Type of Question. Type your question and click Submit .	

How to contact support

Should you have any queries, please feel free to contact our Support Team via email (support@conveneagm.com) or phone (+852 2512-3666). You may also use the live chat at our support page (<https://www.azeusconvene.com/virtual-agm/support>).