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AUTOMATED SYSTEMS HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

(Stock Code: 771)

NOTICE OF SPECIAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that a special general meeting of Automated Systems Holdings Limited (the “Company”) will be held at 15th Floor, Topsail Plaza, 11 On Sum Street, Shatin, New Territories, Hong Kong on Thursday, 23rd September 2021 at 10:00 a.m. (the “SGM”) for the purpose of considering and, if thought fit, passing (with or without amendments) the following resolution as an ordinary resolution:

ORDINARY RESOLUTION

“**THAT** the special dividend recommended by the board of directors of the Company (the “Board”) of 24.0 HK cents per share of the Company (the “Special Dividend”) to shareholders of the Company whose names appear on the register of members of the Company on the record date fixed by the Board be and is hereby approved; and the Board be authorised to effect the payment of the Special Dividend and to do all acts and things and to take such steps as they may consider necessary, appropriate, desirable or expedient to give effect to or in connection with the payment of the Special Dividend.”

By Order of the Board
Automated Systems Holdings Limited
Ngan Wai Hing
Company Secretary

Hong Kong, 2nd September 2021

Note (1):

- (a) For determining the entitlement to attend and vote at the SGM, the Register of Members will be closed from Friday, 17th September 2021 to Thursday, 23rd September 2021, both days inclusive, during which period no transfer of Shares will be registered. In order to determine the entitlement to attend and vote at the SGM, all transfer forms accompanied by the relevant share certificates must be lodged with the Company’s branch share registrar in Hong Kong, Tricor Tengis Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong, for registration not later than 4:30 p.m. on Thursday, 16th September 2021.

For determining the entitlement to the proposed special dividend, the Register of Members will be closed on Wednesday, 29th September 2021, during which period no transfer of shares will be registered. In order to qualify for the proposed special dividend, all transfer forms accompanied by the relevant share certificates must be lodged with the Company’s branch share registrar in Hong Kong, Tricor Tengis Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong, for registration not later than 4:30 p.m. on Tuesday, 28th September 2021. The dividend warrants are expected to be despatched on or before Tuesday, 19th October 2021.

- (b) Voting on the resolutions will be taken by way of poll. On voting by poll, every Shareholder present in person or by a duly authorised corporate representative or by proxy shall have one vote for every fully paid share of the Company of which such member is the holder.
- (c) A Shareholder entitled to attend and vote at the SGM shall be entitled to appoint another person as his/her proxy to attend and vote instead of him/her, and on a poll, votes may be given either personally or, in the case of a Shareholder being a corporation, by its duly authorised representative or by proxy in accordance with the Bye-laws. A Shareholder who is the holder of two or more Shares may appoint more than one proxy to attend the SGM. A proxy need not be a Shareholder. If more than one proxy is so appointed, the appointment shall specify the number and class of Shares in respect of which each such proxy is so appointed.
- (d) Where there are joint registered holders of any Share, any one of such persons may vote at the SGM, either personally or by proxy, in respect of such Share as if he/she were solely entitled thereto; but if more than one of such joint holders be present at the SGM personally or by proxy, then one of the said persons so present whose name stands first on the Register of Members in respect of such Share shall alone be entitled to vote in respect thereof.
- (e) The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed, or a notarially certified copy of such power or authority, must be lodged with the Company's branch share registrar in Hong Kong, Tricor Tengis Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong, not less than 48 hours before the time fixed for holding the SGM.
- (f) A proxy form for use at the SGM is enclosed with the circular to the Shareholders.
- (g) Completion and return of the proxy form will not preclude a Shareholder from attending and voting in person at the SGM if he/she so wishes.

Note (2):

ARRANGEMENTS FOR THE SGM

(a) **Voting by proxy in advance of the SGM**

Due to the COVID-19 pandemic, **the Company continues to recommend against physical attendance of Shareholders at the SGM.** Shareholders may appoint the chairman of the meeting as their proxy to vote on the relevant resolution(s) at the meeting instead of attending in person, by completing and return the proxy form.

(b) **SGM proceedings online**

Registered and non-registered shareholders of the Company (the "Shareholders") not attending the SGM in person may view a live webcast of the SGM proceeding by video conference. Shareholders can access the webcast from any location with access to the internet with a smart phone, tablet device or computer. However, **please note that Shareholders joining the webcast will not be counted towards a quorum nor will they be able to cast their votes online.** Shareholders who wish to join the SGM online may send a written email request to the Company at ir@asl.com.hk from the date of this notice to Friday, 17th September 2021. The login details of live webcast will be provided upon verification of specific information.

(c) **Questions at or prior to the SGM**

If any Shareholder chooses not to attend the SGM in person but has any question about any resolution or about the Company, or has any matter for communication with the Board, he/she is welcome to send such question or matter in writing to our principal place of business in Hong Kong or to our e-mail at ir@asl.com.hk, or raise question relevant to the proposed resolution during the webcast.

(d) Precautionary measures at the SGM

In compliance with the HKSAR Government's directive on social distancing, personal and environmental hygiene, and the guidelines issued by the Centre for Health Protection of the Department of Health on the prevention of coronavirus disease 2019 (COVID-19), the Company will implement precautionary measures at the SGM including, without limitation:

- (i) every participant (including Shareholders or their proxies) in the SGM shall be subject to compulsory body temperature check at the entrance of the SGM venue;
- (ii) any participant with a body temperature of 37.3 degree Celsius or higher, or refuses a temperature check shall not be allowed to enter into the SGM venue;
- (iii) mandatory health declaration – anyone subject to quarantine, has any flu-like symptoms or has travelled overseas within 14 days immediately before the SGM (“recent travel history”), or has close contact with any person under quarantine or with recent travel history will not be permitted to attend the SGM;
- (iv) all participants (including the staff members of the Company) in the SGM shall wear surgical face mask throughout their stay at the SGM venue save for a very short period of time just for conducting identity checks by the staff members (but not otherwise);
- (v) all participants in the SGM shall use sanitizer to sanitize their hands at least once when they enter into the SGM venue, and when they leave after the SGM;
- (vi) the seating at the SGM venue shall be as spacious as possible;
- (vii) no water or any refreshment will be served, and no gifts will be distributed at or during the SGM even on request;
- (viii) appropriate distancing and spacing in line with the guidance from the HKSAR Government will be maintained and as such, the Company may limit the number of attendees at the SGM as may be necessary to avoid over-crowding;
- (ix) The directors of the Company may attend the SGM remotely through video or telephone conference facilities; and
- (x) Due to the constantly evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the SGM arrangements at short notice. Shareholders should check the Company's website for future announcements and updates on the SGM arrangements.

As at the date of this notice, the Board comprises Mr. Wang Weihang and Mr. Wang Yueou being Executive Directors; Mr. Cui Yong being Non-Executive Director; and Mr. Pan Xinrong, Mr. Deng Jianxin and Ms. Or Siu Ching, Rerina being Independent Non-Executive Directors.