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**AUTOMATED**

## **AUTOMATED SYSTEMS HOLDINGS LIMITED**

*(Incorporated in Bermuda with limited liability)*

**(Stock Code: 771)**

### **NOTICE OF ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that an annual 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 and by way of live webcast to participate in the AGM on Monday, 30th May 2022 at 10:00 a.m. (the “AGM”) for the following purposes:

1. To receive and consider the audited financial statements and the reports of the directors and the auditor of the Company for the year ended 31st December 2021;
2. To declare a final dividend;
3. To re-elect the following directors of the Company (the “Director”) and to authorise the board of Directors (the “Board”) to fix the Directors’ fees:
  - (a) To re-elect Mr. Wang Weihang as a Director;
  - (b) To re-elect Mr. Cui Yong as a Director;
  - (c) To re-elect Mr. Deng Jianxin as a Director; and
  - (d) To authorise the Board to fix the Directors’ fees;
4. To re-appoint Grant Thornton Hong Kong Limited as auditor of the Company and to authorise the Board to fix its remuneration;
5. To consider as special business and, if thought fit, pass with or without amendments, the following resolution as an ordinary resolution:

**“THAT**

- (a) the exercise by the Directors during the Relevant Period (as defined below) of all the powers of the Company to purchase shares of the Company (the “Shares”), subject to and in accordance with the applicable laws, be and is hereby generally and unconditionally approved;

- (b) the total number of Shares to be purchased pursuant to the approval in paragraph (a) above shall not exceed 9% of the number of issued Shares on the date of this resolution (such total number to be subject to adjustment in the case of any conversion of all or any of the Shares into larger or smaller number of Shares after the passing of this resolution), and the said approval shall be limited accordingly; and
  - (c) for the purpose of this resolution, “Relevant Period” means the period from the passing of this resolution until whichever is the earlier of:
    - (i) the conclusion of the next annual general meeting of the Company;
    - (ii) the revocation or variation of the authority given under this resolution by ordinary resolution of the shareholders of the Company (the “Shareholder(s)”) in general meeting; and
    - (iii) the expiration of the period within which the next annual general meeting of the Company is required by the Company’s bye-laws (“Bye-laws”) or any applicable laws to be held.”;
6. To consider as special business and, if thought fit, pass with or without amendments, the following resolution as an ordinary resolution:

**“THAT**

- (a) the exercise by the Directors during the Relevant Period (as defined below) of all the powers of the Company to issue, allot and deal with additional Shares and to make or grant offers, agreements and options which would or might require Shares to be allotted, issued or dealt with during or after the end of the Relevant Period, be and is hereby generally and unconditionally approved, provided that, otherwise than pursuant to a rights issue where Shares are offered to Shareholders on a fixed record date in proportion to their then holdings of Shares (subject to such exclusions or other arrangements as the Directors may deem necessary or expedient in relation to fractional entitlements or having regard to any restrictions or obligations under the laws of, or the requirements of any recognised regulatory body or any stock exchange in any territory outside Hong Kong) or any option scheme or similar arrangement for the time being adopted for the grant or issue to officers and/or employees of the Company and/or any of its subsidiaries of Shares or rights to acquire Shares, or any scrip dividend scheme or similar arrangement providing for the allotment of Shares in lieu of the whole or part of a dividend on Shares in accordance with the Bye-laws, the total number of Shares issued, allotted, dealt with or agreed conditionally or unconditionally to be issued, allotted or dealt with shall not in total exceed 20% of the number of issued Shares on the date of this resolution (such total number to be subject to adjustment in the case of any conversion of all or any of the Shares into larger or smaller number of Shares after the passing of this resolution) and the said approval shall be limited accordingly; and

- (b) for the purpose of this resolution, “Relevant Period” means the period from the passing of this resolution until whichever is the earlier of:
- (i) the conclusion of the next annual general meeting of the Company;
  - (ii) the revocation or variation of the authority given under this resolution by ordinary resolution of the Shareholders in general meeting; and
  - (iii) the expiration of the period within which the next annual general meeting of the Company is required by the Bye-laws or any applicable laws to be held.”; and
7. To consider as special business and, if thought fit, pass with or without amendments, the following resolution as an ordinary resolution:

“**THAT** the general mandate granted to the Directors pursuant to resolution 6 above and for the time being in force to exercise the powers of the Company to allot Shares and to make or grant offers, agreements and options which might require the exercise of such powers be and is hereby extended by the total nominal amount of Shares in the capital of the Company repurchased by the Company since the granting of such general mandate referred to in the above resolution 5 pursuant to the exercise by the Directors of the powers of the Company to purchase such Shares, provided that such amount shall not exceed 9% of the number of issued Shares on the date of this resolution (such total number to be subject to adjustment in the case of any conversion of all or any of the Shares into larger or smaller number of Shares after the passing of this resolution).”.

8. To consider and, if thought fit, pass with or without modification the following resolution as a special resolution:

### **SPECIAL RESOLUTION**

“**THAT** the amendments to the Bye-laws of the Company set out in Appendix III to the circular of the Company dated 27th April 2022 of which this notice forms part be and are hereby approved and the new Bye-laws (a copy of which having been produced before the meeting and signed by the chairman of the meeting for the purpose of identification) be and is hereby adopted as the new Bye-laws of the Company.”

By Order of the Board  
**Automated Systems Holdings Limited**  
**Ngan Wai Hing      Lau Nga Ting**  
*Joint Company Secretary*

Hong Kong, 27th April 2022

Note (1):

(a) **In light of the continuing risks posed by the COVID-19 pandemic, the Company strongly encourages Shareholders NOT to attend the AGM in person, and advises Shareholders to appoint the Chairman of the AGM or any Director or Company Secretary of the Company as their proxy to vote according to their indicated voting instructions as an alternative to attending the AGM in person.**

(b) For determining the entitlement to attend and vote at the AGM, the Register of Members will be closed from Wednesday, 25th May 2022 to Monday, 30th May 2022, 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 AGM, 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, 24th May 2022.

For determining the entitlement to the proposed final dividend, the Register of Members will be closed from Tuesday, 7th June 2022 to Friday, 10th June 2022, both days inclusive, during which period no transfer of shares will be registered. In order to qualify for the proposed final 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 Monday, 6th June 2022. The dividend warrants are expected to be despatched on or before Friday, 24th June 2022.

(c) 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.

(d) A Shareholder entitled to attend and vote at the AGM 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 AGM. 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.

(e) Where there are joint registered holders of any Share, any one of such persons may vote at the AGM, 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 AGM 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.

(f) 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 AGM.

(g) A proxy form for use at the AGM is enclosed with the circular to the Shareholders.

(h) Completion and return of the proxy form will not preclude a Shareholder from attending and voting in person at the AGM if he/she so wishes.

(i) A circular containing further details regarding resolutions 3 and 5 to 8 above and the Annual Report of the Company for the year ended 31st December 2021 will be sent to the Shareholders.

Note (2):

## ARRANGEMENTS FOR THE AGM

### (a) Voting by proxy in advance of the AGM

Due to the COVID-19 pandemic, the Company continues to recommend against physical attendance of Shareholders at the AGM. 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) AGM proceedings online

Shareholders not attending the AGM in person may view a live webcast of the AGM 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 AGM online must contact Tricor Tengis Limited, the Company's branch share registrar in Hong Kong at [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com) or (852) 2980 1333 (from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays) before Monday, 23rd May 2022. Authenticated Shareholders will receive an email confirmation by 25th May 2022, which contains a link and password to join the AGM via Zoom. Shareholders MUST NOT forward the link and password to other persons who are not the Shareholders and who are not entitled to attend the AGM.

### (c) Questions at or prior to the AGM

If any Shareholder chooses not to attend the AGM in person but has any question 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](mailto:ir@asl.com.hk) from the date of this notice to Monday, 23rd May 2022, or raise question relevant to the proposed resolutions during the webcast.

### (d) Precautionary measures at the AGM

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 AGM including, without limitation:

- (i) every participant (including Shareholders or their proxies) in the AGM shall be subject to compulsory body temperature check at the entrance of the AGM 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 AGM venue;
- (iii) mandatory health declaration – anyone subject to quarantine, has any flu-like symptoms or has travelled overseas within 14 days immediately before the AGM (“recent travel history”), or has close contact with any person under quarantine or with recent travel history will not be permitted to attend the AGM;
- (iv) all participants (including the staff members of the Company) in the AGM shall wear surgical face mask throughout their stay at the AGM 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 AGM shall use sanitizer to sanitize their hands at least once when they enter into the AGM venue, and when they leave after the AGM;
- (vi) the seating at the AGM 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 AGM 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 AGM as may be necessary to avoid over-crowding;
- (ix) The directors of the Company may attend the AGM 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 AGM arrangements at short notice. Shareholders should check the Company's website for future announcements and updates on the AGM 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.*