





# **INTRODUCING INVESTOR SERVICES**

Tricor Investor Services offers comprehensive one-stop solutions for all securities registration and related corporate issues. As a leading share registrar in Hong Kong SAR and Malaysia, servicing over half of the total number of listed issuers on the Hong Kong Stock Exchange (HKEX) and Bursa Malaysia, we assist in maintaining statutory registers of securities holders, implementing corporate actions, managing shareholder / investor relations, disclosures and corporate governance compliance.

Tricor serves ~2,000 companies publicly listed in Asia (including Hong Kong SAR, Mainland China, Malaysia and Singapore). Our investor services specialists are experts in regulatory compliance requirements and best practices.

> TRICOR HONG KONG **REPRESENTS 40% OF THE IPO MARKET SHARE** IN HONG KONG.



## **KEY INVESTOR SERVICES**

Leveraging our expertise and experience, we offer innovative one-stop solutions to assist listed issuers to maintain their statutory registers and better manage shareholder relations, disclosures and corporate governance compliance.



#### **INITIAL PUBLIC OFFERING (IPO) / NEW ISSUE**

As a leading share registrar with an outstanding track record in supporting IPOs / new issues, we actively participate and provide support throughout the entire listing process.

Tricor's HK eIPO White Form Service at www.hkeipo.hk offers an additional, paperless application channel for investors subscribing for securities (including RMB-denominated products) online 24/7 during the subscription period, which not only speeds up the application process but also contributes to environmental protection and enhancement of issuer's corporate image.



#### REGISTRY MANAGEMENT

We provide the highest standards of ongoing securities registration services tailored to your specific requirements, acting as your Principal / Branch Registrar, Warrant / Unit Registrar or Transfer Agent. Our capabilities extend to the full gamut of securities registration services and cross-border services.



#### **CORPORATE ACTIONS**

Our dedicated professional team provides expert support for a full range of corporate actions including, but not limited to, rights issues / open offer of shares / warrants, bonus issues of shares / units / warrants, buyback and cancellation of shares / units / warrants, change of domicile, merger and takeover, cash offer, and employee share incentive plans.



#### **MEETING MANAGEMENT & POLL SCRUTINEER SERVICE**

The HKEX Listing Rules require that voting of shareholders at a listed issuer's general meeting must be taken by poll and that a qualified person (including the issuer's share registrar) must be appointed as the scrutineer for the vote-taking.

As our technical expertise as share registrar is regularly in demand, we constantly act as scrutineer to ensure listed issuers are in full compliance with regulatory requirements. For large-scale poll voting, we mobilise our information technology support team and use our sophisticated e-poll-counting system to deliver timely and accurate voting results.



#### SHAREHOLDER COMMUNICATIONS

It is of paramount importance for listed issuers to maintain timely and effective communications with their shareholders / unit holders / warrant holders. This is a crucial aspect of good corporate governance, and part of the statutory and regulatory regime.

We assist listed clients in all such communications including sending corporate communications, dealing with online and telephone enquiries from shareholders and the public, and providing face-toface support at Tricor Investor Services Public Office.



#### **INVESTOR SERVICES SELF-SERVICE PORTAL**

Tricor Investor Services Centre (TISC) at www.tricoris.com is a self-service, web-based platform for the management of holdings by our listed clients and their registered shareholders.



#### **WEBSITE**

For more details regarding our services, please scan the above QR code to visit our website, www.tricorglobal.com

## **OUR STRENGTHS**



#### **OUR PEOPLE**

All Tricor's Investor Services executives are well-versed in regulatory compliance requirements and best practices. We have over 150 members in our team and the majority of our specialist executives are members of The Hong Kong Institute of Chartered Secretaries (HKICS).



# INVESTOR SERVICES SELF-SERVICE PORTAL

We operate a secure online platform for listed issuers, registered shareholders, Tricor Investor Services Centre (TISC) members and the public to retrieve information anytime, anywhere. This service enables our listed clients to obtain analytical reports and profiles of their registered share / unit / warrant holders.



## GLOBAL SHARE ALLIANCE

We provide cross-border services through Tricor Group's investor services practices in Brunei, Malaysia and Singapore as well as through members of the Global Share Alliance, whose main operations are located in Australia, North America, South Africa and the United Kingdom.



## ADVANCED TECHNOLOGY SUPPORT

To deliver maximum efficiency and security of services to our clients, we employ state-of-the-art information technology to support share / unit / warrant registration services in Hong Kong SAR. The system generates a variety of customised reports and summaries to assist listed issuers.



## CALL CENTRE / HOTLINE SERVICE

We offer a full-scale call centre service with dedicated hotlines to attend to enquiries from shareholders / unit holders / warrant holders and the public.



## **OUR CLIENTS**

Our credentials and capabilities in Investor Services are best illustrated by the following examples of our renowned clients:

















**TRICOR ACTS AS HONG KONG SHARE REGISTRAR** FOR OVER HALF OF THE LISTED ISSUERS ON HKEX.

## TRICOR GROUP CORE SERVICES







## BUSINESS SERVICES

Tricor Business Services partners with our clients to enhance competitiveness and generate business value. Leveraging our suite of accounting & financial reporting, corporate tax & advisory, payment administration, and human resources services, our professionals offer tailor-made solutions to meet the specific requirements of our clients. We support a wide range of organizations, from small and medium-sized enterprises to multinationals and listed companies, across diverse industry sectors.

Our experienced teams are comprised of local experts and certified professionals, of which a large proportion are qualified accountants and company secretaries.

- Business Advisory
- Accounting & Financial Reporting
- Tax Advisory & Compliance
- Treasury & Payment Administration
- Import & Export Services
- Trust Assets Administration
- Fund Administration
- Governance, Risk & Compliance (GRC)
- Information Technology Solutions

# CORPORATE SERVICES

Tricor is the largest corporate secretarial services provider in Asia. We offer incorporation, corporate governance, company secretarial, fund secretarial & compliance and due diligence. We also provide company health checks and customized support to manage company liquidation, dissolution and cessation for our clients. We offer services to different types of entities, including listed issuers, multinationals, non-governmental organizations, offshore companies and fund structures.

- Entity Formation & Business Establishment
- Corporate Governance, Compliance & Secretarial
- Listed Issuer & Named Company Secretary
- Trust & Fiduciary
- Fund Secretarial & Compliance
- Process Agent & Escrow Agent
- Due Diligence & Corporate Health Check
- Liquidation, Dissolution & Cessation of Business

# INVESTOR SERVICES

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Tricor serves ~2,000 companies publicly listed in Asia (including Hong Kong SAR, Mainland China, Malaysia and Singapore). Our investor services specialists are experts in regulatory compliance requirements and best practices.

- Initial Public Offering (IPO) / New Issue
- Registry Management
- Meeting Management & Poll Scrutineer Service
- Corporate Actions
- Shareholder Communications
- Investor Services Self-Service Portal







### **HUMAN RESOURCES** & PAYROLL SERVICES

Tricor provides a comprehensive range of human resources knowledge expertise and technology, as well as payroll-related services, led by experienced professionals, and supported by proprietary information technology systems.

From agility and seamless integration to analytics and compliance, we are capable of providing the best in class solutions for every human resource demand. Our clients partner with us to design and execute programs for recruitment, leadership, organisation and rewards that deliver actionable insights and maximise performance.

Whether it's an integrated cloudbased software solution or a complete outsourced service, Tricor can offer you and your employees all of the benefits without the stress.

- **Payroll Outsourcing**
- Payroll Health Check
- Multi-Market Solutions
  - (unify | HRS) a comprehensive human resource information system with mobile capabilities
- **Executive Search**
- Benefits Administration
- **Employment & Dependent Visa Application**

### **CORPORATE TRUST** & DEBT SERVICES

Madison Pacific, a Tricor Company, is a premier independent provider of specialized financial and corporate services in Hong Kong SAR, Mainland China, Singapore, United Kingdom and Cayman Islands involved in transactions in excess of US\$70 billion (2021), focusing on:

- Corporate Trustee & Agency
- **Escrow & Custodial**
- **Ancillary Services** 
  - Directorships
  - Corporate Restructuring

Guardian Trust and Covenant are the leading providers of corporate trustee and supervisory services in New Zealand, having operated for over 125 years and with over NZ\$250 billion in funds under supervision (2021), focusing on:

- Managed Investment Schemes
- **Debt & Note Issues**
- Securitization & Structured Finance
- **Escrow Services**
- Superannuation Schemes
- Retirement Villages

### STRATEGY BUSINESS **ADVISORY**

Tricor Axcelasia, a wholly owned subsidiary of Tricor Group, provides strategic business advisory and governance risk & compliance (GRC) solutions to publicly listed companies, private companies, multinational corporations and government-linked entities. We help organizations across Asia and beyond build capabilities in strategic planning and execution by identifying and anticipating potential risks, and sharing comprehensive expertise in business management.

- Governance, Risk & Compliance
- Governance, Risk & Compliance System (Tricor Roots)
- Internal Audit (IA), Internal Control Review (ICR) & Quality Assurance Review (QAR)
- **Business Process Improvement** (BPI), Standard Operating Procedures (SOP), Corporate Liability & Transformation
- **Business Continuity Management** (BCM) & Technology Advisory
- Corporate Finance & Forensic Accounting
- Integrated & Sustainability Reporting

# TRICOR IS AT THE SERVICE OF ~50,000 CLIENTS, INCLUDING...







BANG & OLUFSEN































































## **GLOBAL FOOTPRINT & OFFICE LOCATIONS**

#### **HONG KONG SAR** (HEAD OFFICE)

15/F, Manulife Place 348 Kwun Tong Road Kowloon, Hong Kong

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#### **MAINLAND CHINA**

#### Beijing

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#### Shanghai

19/F, Shanghai Central Plaza 381 Huai Hai Zhong Road Shanghai 200020, China

Tel: (86) 21 6391 6893 Fax: (86) 21 6391 6896 communication.china@ cn.tricorglobal.com

#### **INDONESIA**

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#### **JAPAN**

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#### **MALAYSIA**

Unit 30-01, Level 30, Tower A Vertical Business Suite Avenue 3, Bangsar South No. 8 Jalan Kerinchi 59200 Kuala Lumpur, Malaysia

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#### **SINGAPORE**

80 Robinson Road, #02-00 Singapore 068898

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#### **VIETNAM**

Level 1, IMM Group Building 99 Nguyen Dinh Chieu Street Ward 6, District 3 Ho Chi Minh City, Vietnam

Tel: (84) 286 289 8887 contact@vn.tricorglobal.com



Please scan to visit our website: www.tricorglobal.com

#### OTHER OFFICES

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#### **BARBADOS**

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#### **BRITISH VIRGIN ISLANDS**

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**OUR 150-STRONG TEAM INCLUDES** INVESTOR SERVICES AND IT PROFESSIONALS.















