



TIMELESS SOFTWARE LIMITED

天時軟件有限公司

(incorporated in Hong Kong with limited liability)

(Stock code: 8028)

Form of Proxy for Annual General Meeting

I/We ^(Note 1) _____
of _____
being the registered holder(s) of ^(Note 2) _____ ordinary shares of TIMELESS SOFTWARE LIMITED (the
“Company”), hereby appoint the chairman of the meeting or ^(Note 3) _____
of _____
to act as my/our proxy at the annual general meeting (or at any adjournment thereof) (the “Meeting”) of the Company to be held at Best Western Plus
Hotel Hong Kong, Jasmine Room, 3/F., 308 Des Voeux Road West, Hong Kong on Thursday, 3 September 2020 at 4:00 p.m. to vote on my/our behalf as
directed below.

Please indicate with a “✓” in the spaces provided how you wish your vote(s) to be cast on a poll.

		For ^(Note 4)	Against ^(Note 4)
1	To receive and consider the audited financial statements together with the reports of the directors (the “Directors”) and auditors of the Company for the year ended 31 March 2020.		
2	(i) To re-elect Mr. Lam Kai Ling Vincent as an executive Director;		
	(ii) To re-elect Mr. Lam Kwai Yan as an independent non-executive Director;		
	(iii) To re-elect Ms. Lau Yun Fong Carman as an executive Director;		
	(iv) To re-elect Mr. Ronald Tan as an executive Director.		
3	To authorize the board of directors (the “Board”) to fix the Directors’ remuneration.		
4	To re-appoint HLB Hodgson Impey Cheng Limited as the Company’s auditors to hold office until conclusion of the next annual general meeting and to authorise the Board to fix their remuneration.		
5	(i) To give a general mandate to the Directors to buy back the Company’s shares not exceeding 10% of the total number of ordinary shares of the Company in issue.		
	(ii) To give a general mandate to the Directors to allot, issue and deal with additional shares in the capital of the Company not exceeding 20% of the total number of ordinary shares of the Company in issue.		
	(iii) To extend the general mandate granted to the Directors to allot and issue additional shares of the Company by the number of shares bought back.		

Dated the _____ day of _____, 2020.

Shareholder’s Signature ^(Notes 5 & 6) _____

Notes:

- Full name(s) and address(es) to be inserted in **BLOCK CAPITALS**.
- Please insert the number of shares registered in your name(s); if no number is inserted, this form of proxy will be deemed to relate to all the shares in the capital of the Company registered in your name(s).
- A Shareholder of the Company may appoint a proxy of his/her choice who needs not be a Shareholder of the Company. If such an appointment is made, delete the words “the chairman of the meeting or” and insert the name and address of the person appointed proxy in the space provided.
- If you wish to vote for any of the resolutions set out above, please tick (“✓”) the box(es) marked “For”. If you wish to vote against any resolutions, please tick (“✓”) the box(es) marked “Against”. If this form of proxy returned is duly signed but without specific direction on any of the proposed resolutions, the proxy will vote or abstain at his/her discretion in respect of all resolutions; or if in respect of a particular proposed resolution there is no specific direction, the proxy will, in relation to that particular proposed resolution, vote or abstain at his/her discretion. A proxy will also be entitled to vote at his/her discretion on any resolution properly put to the Meeting other than those set out in the notice convening the Meeting.
- This form of proxy must be signed by you or your attorney duly authorised in writing or, in the case of a corporation, must be either under its common seal or under the hand of any officer or attorney so authorised.
- In the case of joint holders, this form of proxy must be signed by the Shareholder whose name stands first on the register of members.
- In order to be valid, this form of proxy together with any 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 deposited at the Company’s share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong not later than 48 hours before the time appointed for holding the Meeting or any adjournment thereof.
- Completion and delivery of this form of proxy will not preclude you from attending, and voting at, the Meeting, or any adjournment thereof, should you so wish and in such event, this form of proxy shall be deemed to be revoked.
- Any alteration made in this form should be initialled by the person who signs the form.
- All resolutions set out in the notice convening the Meeting will be decided by poll at the Meeting in accordance with the requirements of the rules governing the listing of securities on GEM of The Stock Exchange of Hong Kong Limited.
- Taking into account of the recent development of the epidemic caused by COVID-19, the Company will implement prevention and control measures at the Meeting against the epidemic to protect the Shareholder from the risk of infection. Compulsory body temperature check will be conducted for every Shareholder or proxy at the entrance of the venue. Any person with a body temperature of over 37.5 degrees Celsius will not be admitted to the venue. Every Shareholder or proxy is required to wear surgical facial mask throughout the Meeting and no food and beverage service will be served.

PERSONAL INFORMATION COLLECTION STATEMENT

“Personal Data” in this proxy form has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Cap 486 (“PDPO”), which includes your and your proxy’s name and address.

Your and your proxy’s Personal Data provided in this proxy form will be used in connection with processing your request for the appointment of a proxy to attend, act and vote on your behalf as directed above at the Meeting. The supply of your and your proxy’s Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your and your proxy’s Personal Data.

Your and your proxy’s Personal Data will be disclosed or transferred to the Company’s Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, for example, in response to a court order or a law enforcement agency’s request, and will be retained for such period as may be necessary for our verification and record purpose.

By providing your proxy’s Personal Data in this proxy form, you should have obtained the express consent (which has not been withdrawn in writing) from your proxy in using his/her Personal Data provided in this proxy form and that you have informed your proxy of the purpose for and the manner in which his/her Personal Data may be used.

You/your proxy have/has the right to request access to and/or correction of your/your proxy’s Personal Data respectively in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your/your proxy’s Personal Data should be in writing by either of the following means:

By mail to: Personal Data Privacy Officer

Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong

By email to: hkinfo@computershare.com.hk