

(Stock code: 175)

# TERMS OF REFERENCE OF NOMINATION COMMITTEE ("THE COMMITTEE")

## **Composition of the Committee**

Mr. Fu Yu Wu (Chairman of the Committee) INED<sup>1</sup> Mr. Yeung Sau Hung, Alex INED Mr. Lee Cheuk Yin, Dannis INED Mr. Gui Sheng Yue ED<sup>2</sup>

## **Constitution of the Committee**

The Committee shall comprise a majority of independent non-executive directors.

The Chairman of the Committee ("the Committee Chairman") shall be appointed by the board of directors of the Company ("the Board") and should either be the Chairman of the Board or an independent non-executive director.

The Board may from time to time appoint additional members to the Committee from among the nonexecutive directors, subject to the condition that the independent non-executive directors constitute the majority of the Committee.

#### Meetings and Quorum

The Committee shall meet with such frequency as it may consider appropriate, but in any event at least once a year.

The quorum for meetings shall be two Committee members, one of whom should be the Committee Chairman, unless he is unable to attend due to exceptional circumstances.

Full minutes of the Committee meetings should be kept by a duly appointed secretary of the meetings. Draft and final versions of minutes of the Committee meetings should be sent to all Committee members for their comment and records within a reasonable time after the meeting.

#### **Role and Authority of the Committee**

The Committee should be provided with sufficient resources to perform its duties and should seek independent professional advice where necessary, at the Company's expense, to perform its responsibilities.

Note: <sup>1</sup> INED : Independent non-executive director <sup>2</sup> ED : Executive director Where the Board proposes a resolution to elect an individual as an independent non-executive director at the general meeting, the Committee should set out in the circular to shareholders and/or explanatory statement accompanying the notice of the relevant general meeting why they believe he should be elected and the reasons why they consider him to be independent.

## Functions of the Committee

- 1. To review the structure, size and composition (including the skills, knowledge and experience) of the Board at least annually and make recommendations on any proposed changes to the Board to implement the Company's corporate strategy;
- 2. To identify individuals suitably qualified to become Board members and select or make recommendations to the Board on the selection of individuals nominated for directorships, especially to ensure that the independent non-executive directors comprise at least one-third of the Board;
- 3. To assess the independence of independent non-executive directors; and
- 4. To make recommendations to the Board on the appointment or re-appointment of directors and succession planning for directors, in particular the Chairman of the Board and the Chief Executive.