



濱江服務

BINJIANG SERVICE

## DEFINITIONS

In these terms of reference, unless the context otherwise requires, the following terms have the meanings set out below:

<b>“Board”</b>	the board of directors of the Company;
<b>“Committee”</b>	the nomination committee of the Board;
<b>“Company”</b>	Binjiang Service Group Co. Ltd.;
<b>“Directors”</b>	the directors of the Company, and <b>“Director”</b> means any one of them;
<b>“Independent Non-executive Directors”</b>	non-executive Directors meeting the requirements of independence set out in the Listing Rules, and <b>“Independent Non-executive Director”</b> means any one of them; and
<b>“Listing Rules”</b>	the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

## Members

1. The Committee shall comprise not less than three Directors, the majority of whom shall be Independent Non-executive Directors.
2. The chairman of the Committee shall be appointed by the Board and shall be the chairman of the Board or an Independent Non-executive Director.
3. The secretary of the Committee shall be the Company’s secretary or any person designated as such by the Committee from time to time.

## Proceedings

4. The quorum for meetings of the Committee shall be two members.
5. The chairman of the Committee may convene meetings at his discretion, but in any event meetings of the Committee are to be held not less than once every year, or at such frequency as required under the Listing Rules or other regulatory requirements applicable to the Company from time to time.

## **Authority**

6. The Committee is authorized by the Board to investigate any activity within its terms of reference. It is authorized to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
7. The Committee is authorized by the Board to obtain outside legal or other independent professional advice at the Company's expense and to secure the attendance of any person with relevant experience and expertise at Committee meetings as it considers appropriate.

## **Duties**

8. The duties of the Committee are:
  - 8.1 to review the structure, size and composition (including but not limited to gender, skills, diversity, knowledge, professional experience and length of service) of the Board at least annually, assist the Board in maintaining a Board skills matrix and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;
  - 8.2 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. In identifying suitable candidates, the Committee shall consider candidates on merit and against the objective criteria, with due regard for the benefits of diversity on the Board;
  - 8.3 to assess the independence of Independent Non-executive Directors;
  - 8.4 to make recommendations to the Board on the appointment or reappointment of Directors and succession planning for Directors, in particular the chairman and the chief executive;
  - 8.5 to review the diversity policies of the Board and the workforce (including senior management) annually, to review the measurable objectives that the Board has set for implementing the diversity policies of the Board and the workforce (including senior management), and the progress of achieving the objectives, and to make disclosure of the policies or the summary of the policies and its review results in the corporate governance report annually;
  - 8.6 to support the Company's regular evaluation of the performance of the Board; and
  - 8.7 to deal with other matters conferred by the Board.

## **Miscellaneous**

9. Minutes of meetings of the Committee shall be kept by the secretary to the meetings of the Committee and shall be open for inspection at any reasonable time on reasonable notice by any Director. The secretary to any meeting of the Committee shall circulate the minutes for which he has acted as secretary in draft and final forms to all members of the Committee within a reasonable time after such meeting is held.
10. The Committee shall report to the Board on its decisions or recommendations, unless there are legal or regulatory restrictions on its ability to do so.