

# **Kin Shing Holdings Limited**

## **建成控股有限公司**

*(Incorporated in the Cayman Islands with limited liability)*

**(Stock code: 1630)**

### **TERMS OF REFERENCE FOR THE NOMINATION COMMITTEE**

*(Adopted by the Company on 23 May 2017 and amended by the Board on 2 January 2019)*

#### **1. MEMBERSHIP**

1.1 Members of the Nomination Committee shall be appointed by the board of directors (the “**Board**”) of the Company.

1.2 The majority of the members of the Nomination Committee shall be Independent Non-executive Directors (“**INEDs**”).

#### **2. CHAIRMAN**

2.1 The chairman of the Nomination Committee shall be appointed by the Board and shall either be the chairman of the Board or an INED.

#### **3. SECRETARY**

3.1 The company secretary of the Company (“**Company Secretary**”) shall be the secretary of the Nomination Committee. In the absence of the Company Secretary, his/her delegate(s) or any person elected by the members present at the meeting of the Nomination Committee, shall attend the meeting of the Nomination Committee and take minutes.

#### **4. PROCEEDINGS OF THE NOMINATION COMMITTEE**

Unless otherwise specified hereunder, the provisions contained in the Company’s Articles of Association (as amended from time to time) for regulating meetings and proceedings of directors shall apply to the meetings and proceedings of the Nomination Committee.

##### **4.1 Quorum**

4.1.1 The quorum for meetings of the Nomination Committee shall be any two members (at least one of whom should be an INED).

## **4.2 Frequency of meetings**

4.2.1 The Nomination Committee shall hold at least one regular meeting in a year. Additional meetings of the Nomination Committee may be held as and when required.

## **4.3 Attendance at meetings**

4.3.1 Members of the Nomination Committee may attend meetings of the Nomination Committee either in person or through other electronic means of communication or in such other manner as the members may agree.

4.3.2 The other directors, Company Secretary (or his/her delegate(s)), human resources officer and relevant senior management and persons(s) invited by a Nomination Committee member may attend meetings of the Nomination Committee from time to time where the Nomination Committee considers their presence necessary or appropriate to assist the Nomination Committee to perform its duties.

## **4.4 Notice of meetings**

4.4.1 A meeting of the Nomination Committee may be convened by any of its members through the Company Secretary.

4.4.2 Unless otherwise agreed by all the members of the Nomination Committee, notice (containing details of the venue, time and date of the meeting) of at least 14 days shall be given for a regular meeting of the Nomination Committee. For all other meetings of the Nomination Committee, reasonable notice shall be given.

4.4.3 Agenda and accompanying supporting papers shall be sent to all members of the Nomination Committee and to other invited attendees as appropriate at least 3 days before the date of the meeting (or such other period as the members may agree).

## **4.5 Minutes of meetings**

4.5.1 Draft and final versions of minutes of Nomination Committee meetings shall be sent to all Nomination Committee members for their comment and records within a reasonable time after the meeting.

4.5.2 Minutes of the Nomination Committee meetings shall be kept by the Company Secretary and shall be available for inspection by any member of the Nomination Committee or the Board at any reasonable time on reasonable notice.

#### **4.6 Written resolutions**

4.6.1 Without prejudice to any requirement under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), written resolution may be passed and adopted by all members of the Nomination Committee.

### **5. RESPONSIBILITIES AND AUTHORITIES OF THE NOMINATION COMMITTEE**

5.1 The responsibilities and authorities of the Nomination Committee shall include such responsibilities and authorities set out in the relevant code provisions of the Corporate Governance Code (the “**CG Code**”) as contained in Appendix 14 of the Listing Rules (as amended from time to time).

5.2 Without prejudice to any requirement under the CG Code, the duties of the Nomination Committee include the following:

- (a) To review the structure, size and diversity (including but without limitation, gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and length of services) of the Board on a regular basis; and make recommendations to the Board regarding any proposed changes, with due regard to the Board Diversity Policy of the Company and to complement the Company’s corporate strategy.
- (b) 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, having due regard to the Company’s Board Nomination Policy and Board Diversity Policy.
- (c) To assess the independence of INEDs on appointment/re-appointment having regard to the relevant guidelines or requirements of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited in place from time to time.
- (d) To make recommendations to the Board on the appointment or re-appointment of Directors and succession planning for Directors in particular the chairman and the chief executive officer, having due regard to the Company’s Board Nomination Policy and Board Diversity Policy and taking into account the Company’s corporate strategy and the mix of skills, knowledge, experience and diversity needed in the future.
- (e) To develop and recommend to the Board measurable objectives for achieving diversity on the Board and to monitor the progress on achieving those objectives on a regular basis to ensure the effectiveness of the Board Diversity Policy.

- (f) To review the Company's Board Nomination Policy and Board Diversity Policy on a regular basis, and make recommendation to the Board for consideration and approval as appropriate.
- (g) To monitor the implementation of the Company's Board Nomination Policy and Board Diversity Policy and the report in the Corporate Governance Report annually.

5.3 The Nomination Committee shall be provided with sufficient resources to perform its duties and shall have access, at the Company's expense, to independent professional advice if necessary.

5.4 All members of the Nomination Committee shall have access to the advice and services of the Company Secretary, and separate and independent access to the Company's senior management for obtaining necessary information.

## **6. REPORTING RESPONSIBILITIES**

6.1 The Nomination Committee shall regularly update and report back to the Board on their decisions or recommendations, unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements).

## **7. ANNUAL GENERAL MEETING**

7.1 The chairman of the Nomination Committee or in his/her absence, another member of the Nomination Committee or failing this, his/her duly appointed delegate, shall attend the Annual General Meeting of the Company and be prepared to respond to questions at the Annual General Meeting on the Nomination Committee's work and responsibilities.

## **8. AMENDMENTS TO TERMS AND AVAILABILITY OF TERMS**

8.1 The Nomination Committee shall, from time to time, review its own performance, constitution and terms of reference to ensure that it is operating effectively, and recommend any changes it considers to the Board for approval.

8.2 The terms may be reviewed by the Board from time to time taking into consideration the operations of the Nomination Committee and its contribution to the corporate governance of the Company, as well as any amendments to the Listing Rules from time to time.

8.3 The Nomination Committee shall make available these terms by publishing them on the websites of the Stock Exchange of Hong Kong Limited and the Company.

*Note:* If there is any inconsistency between the English and Chinese versions of these Terms of Reference, the English version shall prevail.