

**Xinyuan Property Management Service (Cayman) Ltd.**  
**鑫苑物業服務集團有限公司**

**董事會提名委員會職權範圍**  
**Terms of reference of**  
**the Nomination Committee of the Board of Directors**

**Xinyuan Property Management Service (Cayman) Ltd.**  
**鑫苑物業服務集團有限公司**  
**(the “Company” and 「本公司」)**

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**Terms of reference of the Nomination Committee (the “Committee”)  
of the Board (the “Board”) of Directors (the “Directors”) of the Company**  
**本公司董事（「董事」）會（「董事會」）提名委員會（「委員會」）**  
**職權範圍**

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(中文本為翻譯稿，僅供參考用)

**1. Constitution**

The Committee is established pursuant to the resolutions of the Board dated 16 September 2019.

**組成**

本委員會是按董事會於 2019 年 9 月 16 日決議通過成立的。

**2. Membership**

2.1 Members of the Committee shall be appointed by the Board from amongst the Directors of the Company and shall consist of not less than three members and a majority of whom shall be independent non-executive Directors.

**成員**

委員會成員由董事會從本公司董事中挑選，委員會人數最少三名，而大部份之成員須為獨立非執行董事。

2.2 The Chairman of the Committee shall be appointed by the Board which shall be the chairman of the Board or an independent non-executive Director.

委員會主席由董事會委任，並由董事會主席或獨立非執行董事擔任主席。

2.3 The company secretary of the Company shall be the secretary of the Committee. In the absence of the secretary of the Committee, Committee members present at the meeting may elect among themselves or appoint another person as the secretary for that meeting.

本公司的公司秘書為委員會的秘書。當委員會秘書缺席的時候，出席會議的委員會成員，可互選或委任另一人作為該次會議的秘書。

2.4 The appointment of the members of the Committee may be revoked, replaced or additional members may be appointed to the Committee by resolutions passed by the Board. An appointment of Committee member shall be automatically revoked if such member ceases to be a member of the Board. For the avoidance of doubts, Committee members may be removed from the Committee by the Board at its sole and absolute discretion.

經董事會通過決議，方可委任額外的委員會成員、更替或罷免委員會的成員。如該委員會成員不再是董事會的成員，該委員會成員的任命將自動撤銷。為避免疑問，董事會可行使其全權及絕對酌情權將委員從委員會中罷免。

### 3. Proceedings of the Committee

#### 3.1 *Notice:*

- (a) Unless otherwise agreed by all the Committee members, a meeting shall be called by at least seven days' notice. Such notice shall be sent to each member of the Committee, and to any other person invited to attend. Irrespective of the length of notice being given, attendance of a Committee member at a meeting constitutes a waiver of such notice unless the Committee member attending the meeting attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business on the grounds that the meeting has not been properly convened.
- (b) A Committee member may and, on the request of a Committee member, the secretary to the Committee shall, at any time summon a Committee meeting. Notice shall be given to each Committee member in person orally or in writing or by telephone or by email or by facsimile transmission at the telephone or facsimile or address or email address from time to time notified to the secretary by such Committee member or in such other manner as the Committee members may from time to time determine.
- (c) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.
- (d) Notice of meeting shall state the purpose, time and place of the meeting. An agenda together with other documents which may be required to be considered by the members of the Committee for the purposes of the meeting should generally be delivered to all Committee members seven days (and in any event not less than three days) before the intended date of the Committee meeting (or such other period as all the Committee members may agree).

### 會議程式

#### 會議通知：

- (a) 除非委員會全體成員同意，召開委員會的會議通知期，不應少於七天。該通知應發給每名委員會成員及其他獲邀出席的人士。不論通知期長短，委員會成員出席會議將被視為其放棄受到足期通知的權利，除非出席該會議的委員會成員在會議開始之時表示其的目的，以會議沒有按正確程式召開為理由，而反對會議處理任何事項。
- (b) 任何委員會成員或委員會秘書（應任何委員會成員的請求時）可於任何時候召開委員會會議。召開會議通告必須親身以口頭或以書面形式、或以電話、電子郵件、傳真或其他委員會成員不時議定的方式發出予各委員會成員（以該成員不時通知秘書的電話號碼、傳真號碼、位址或電子郵箱位址為準）。
- (c) 口頭方式作出的會議通知，應儘快（及在會議召開前）以書面方式確實。
- (d) 會議通告必須說明開會目的、開會時間、地點。議程及隨附需委員就該會議目的而審閱的有關文件一般在預期召開委員會會議前七天（無論如何不少於三天）（或其他經所有委員同意的其他時段）送達全體委員參閱。

3.2 **Quorum:** The quorum of the Committee meeting shall be two members of the Committee.

**法定人數：**委員會會議法定人數為兩位委員。

3.3 **Frequency:** Meetings shall be held at least once a year to review, formulate and consider the nomination procedures as regards the appointment, reappointment and removal of Directors, their implementation during the year and to make recommendations to the Board on candidates for appointment as Directors, and to review the policy on Board diversity and any measurable objectives for implementing such policy from time to time adopted by the Board, and progress on achieving these objectives.

**開會次數：**每年最少開會一次，以檢討、釐定及考慮本公司就董事委任、重新委任及罷免的提名程式及前述事項在有關年度的實施及向董事會提呈出任董事候選人的建議，及檢討董事會成員多元化政策及執行由董事會不時採納的有關政策的任何可衡量目標以及達成該等目標的進度。

3.4 Meetings may be held in person, or by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and participation in such a meeting shall constitute presence in person at such meeting.

會議可由委員會成員親身出席，或以電話、電子、或其他可讓出席會議的人員同時及即時與對方溝通的方式進行，而以上述方式出席會議等同於親身出席有關會議。

3.5 Any resolution shall be passed by a majority of votes of the Committee members who attend the meetings, and in case of an equality of votes the Chairman of the Committee shall have a second or casting vote.

任何決議案須由出席會議的委員會成員過半數以上的多數票通過方為有效，而如出現票數均等之情況，委員會主席應有權投第二票或決定票。

#### 4. **Written resolutions**

A resolution in writing signed by all the Committee members shall be as valid and effectual as if it had been passed at a meeting of the Committee and may consist of several documents in like form each signed by one or more of the Committee members.

#### **書面決議**

經由委員會全體成員簽署通過的書面決議案與經由委員會會議通過的決議案具有同等效力，而有關書面決議案可由一名或以上委員會成員簽署格式類似的多份文件組成。

#### 5. **Alternate Committee members**

A Committee member may not appoint any alternate.

#### **委任代表**

委員會成員不能委任代表。

#### 6. **Authority of the Committee**

6.1 The Committee may exercise the following powers:

#### **委員會的權力**

委員會可以行使以下權力：

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| <p>(a) to seek any information it requires from any employee of the Company and its subsidiaries (hereinafter collectively referred to as “Group”) and any professional advisers, to require any of them to prepare and submit reports and to attend Committee meetings and to supply information and address the questions raised by the Committee;</p>   | <p>(a) 向本公司及其任何附屬公司(合稱「本集團」)的任何僱員及專業顧問索取其所需的資料、要求上述人士準備及提交報告、出席委員會會議並提供所需資料及解答委員會提出的問題；</p>  |
| <p>(b) to review the performance of the Directors and the independence of independent non-executive Directors in relation to their appointment or reappointment as Directors;</p>  | <p>(b) 就董事的委任或重新委任，評審有關董事的表現及有關獨立非執行董事的獨立性；</p>  |
| <p>(c) to obtain, at the Company’s expenses, outside legal or other independent professional advice on or assistance to any matters within these terms of reference, including the advice of independent human resource consultancy firm or other independent professionals, and to secure the attendance of outsiders with relevant experience and expertise at its meetings as it considers necessary. The Committee shall have full authority to commission any search (including without limitation litigation, bankruptcy and credit searches), report, survey or open recruitment which it deems necessary to help it fulfill its duties and should be provided with sufficient resources to discharge its duties;</p> | <p>(c) 如委員會覺得有需要，可就涉及本職權範圍的事宜對外尋求法律或其他獨立專業意見(包括獨立的人力資源顧問公司或其他獨立專業人士的意見)，以及在委員會覺得有需要時，確保具相關經驗及專業才能的外界人士出席委員會會議。委員會有權進行其認為適當的調查(包括但不限於訴訟、破產及信譽查冊)、報告、調查或公開徵募及取得充足資源以履行其職責。前述費用均由本公司承擔；</p> |
| <p>(d) to review annually these terms of reference and their effectiveness in the discharge of its duties and to make recommendation to the Board any changes it considers necessary; and</p>  | <p>(d) 對本職權範圍及履行其職權的有效性作每年一次的檢討並向董事會提出其認為必要的修訂建議；及</p>   |
| <p>(e) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged.</p>  | <p>(e) 為使委員會能恰當地執行其於第七部份項下的職責，行使其認為有需要及權宜的權力。</p>  |

6.2 The Company should provide the Committee sufficient resources to perform its duties.

本公司應提供充足資源予委員會以履行其職責。

## 7. Duties of the Committee

## 委員會的職責

The duties of the Committee shall be:

委員會負責履行以下職責：

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| <p>(a) to review the structure, size and composition (including the skills, knowledge, experience and diversity of perspectives) of the Board at least annually and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;</p>   | <p>(a) 至少每年檢討董事會的架構、人數及組成（包括技能、知識、經驗及多元化觀點），並就任何為配合本公司策略而擬對董事會作出的變動提出建議；</p>   |
| <p>(b) to develop and maintain a policy for the nomination of Board members which includes the nomination procedures and the process and criteria adopted by the Nomination Committee or the Company to identify, select and recommend candidates for directorship during the year, and to review periodically and disclose the policy in the Company's corporate governance report and the progress made towards achieving the objectives as set out in the policy. The Nomination Committee should ensure that the selection process is transparent and fair, and that it considers a broad range of candidates who are outside the Board's circle of contacts and in accordance with the Company's diversity policy;</p> | <p>(b) 制定及維持董事會成員的提名政策，包括提名程式和提名委員會在年內識別、甄選及推薦董事候選人的程式及準則，以及定期審議及於本公司的企業管治報告內披露政策和達致政策中所制定的目標的進度。提名委員會應確保甄選程式透明及公平，並確保委員會考慮在董事會聯繫圈外的各類候選人及符合本公司的多元化政策；</p> |
| <p>(c) to develop and maintain a policy concerning diversity of Board members ("<b>Board Diversity Policy</b>") and to review periodically and disclose the policy on diversity or a summary of the policy in the Company's corporate governance report;</p>  | <p>(c) 制定及維持有關董事會成員多元化政策（「<b>董事會成員多元化政策</b>」），並定期審核及於本公司企業管治報告內披露有關董事會成員多元化政策或政策摘要；</p>  |
| <p>(d) to review the Board Diversity Policy, as appropriate; and to review the measurable objectives that the Board has set for implementing the Board Diversity Policy, and the progress on achieving the objectives; and to make disclosure of its review results in the Corporate Governance Report annually;</p>  | <p>(d) 檢閱董事會成員多元化政策（如適用）；以檢討董事會為執行董事會成員多元化政策而制定的可計量目標和達標進度；及於年度企業管治報告內披露有關檢討結果；</p>  |
| <p>(e) to identify individuals suitably qualified to become members of the Board and select or make recommendations to the Board on the selection of individuals nominated for directorships;</p>   | <p>(e) 物色具備合適資格可擔任董事的人士，並挑選提名有關人士出任董事或就此向董事會提供意見；</p>  |
| <p>(f) to assess the independence of the independent non-executive Directors;</p>   | <p>(f) 評核獨立非執行董事的獨立性；</p>  |

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| <p>(g) to make recommendations to the Board on:</p> <p>(i) the role, responsibilities, capabilities, skills, knowledge, experience and diversity of perspectives required from members of the Board;</p> <p>(ii) the policy on the terms of employment of non-executive Directors;</p> <p>(iii) the composition of the audit committee, remuneration committee and other board committees of the Company;</p> <p>(iv) proposed changes to the structure, size and composition of the Board;</p> <p>(v) candidates suitably qualified to become members of the Board;</p> <p>(vi) the selection of individuals nominated for directorship;</p> <p>(vii) the re-election of any Directors who are to retire by rotation having regard to their performance and ability to continue to contribute to the Board;</p> <p>(viii) the continuation (or not) in service of any independent non-executive Director serving more than nine years and to provide recommendation to the shareholders of the Company as to how to vote in the resolution approving the re-election of such independent non-executive Director;</p> <p>(ix) the appointment or re-appointment of Directors;</p> <p>(x) succession planning for Directors in particular the chairman and the chief executive; and</p> | <p>(g) 向董事會提呈下列事項的建議：</p> <p>(i) 作為董事會成員所應有的角色、責任、能力、技術、知識、經驗及多元化觀點；</p> <p>(ii) 委聘非執行董事的政策；</p> <p>(iii) 審核委員會、薪酬委員會及本公司其他董事會委員會的組成；</p> <p>(iv) 董事會的架構、人數及組成擬作出的變動；</p> <p>(v) 具備合適資格擔任董事的人士；</p> <p>(vi) 挑選被提名人士出任董事；</p> <p>(vii) 輪流退任董事的重新委任，於此，須考慮其等的工作表現及對董事會繼續作出貢獻的能力；</p> <p>(viii) 在任多於九年的獨立非執行董事的去留問題，並就該等獨立非執行董事的繼續委任與否向本公司股東就審議有關決議案贊成與否提供建議；</p> <p>(ix) 董事委任或重新委任董事；</p> <p>(x) 董事繼任計劃(尤其是主席及行政總裁)；及</p> |
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| <p>(xi) the policy concerning the diversity of Board members, and the measurable objectives for implementing such policy;</p>  | <p>(xi) 關於董事會成員多元化的政策，以及執行該政策的可衡量目標；</p>   |
| <p>(h) to give full consideration to the following in the discharge of its duties as mentioned above or elsewhere in these terms of reference:</p>   | <p>(h) 在履行上述責任或本職權範圍項下的其他責任，對下列各項給予充份考慮：</p>   |
| <p>(i) succession planning of Directors;</p>   | <p>(i) 董事接替計劃；</p>   |
| <p>(ii) leadership needs of the Group with a view of maintaining or fostering the competitive edge of the Group over others;</p>   | <p>(ii) 本集團為保持或加強本集團的競爭優勢所需要的領導才能；</p>   |
| <p>(iii) changes in market environment and commercial needs of the market in which the Group operates;</p>   | <p>(iii) 市場環境的轉變及本集團營運市場的商業需要；</p>   |
| <p>(iv) the skills and expertise required from members of the Board;</p>   | <p>(iv) 董事會成員所須具備的技能及專才；</p>   |
| <p>(v) the Board's policy concerning diversity of Board members adopted from time to time; and</p>   | <p>(v) 由董事會不時採納的關於董事會成員多元化的政策；及</p>  |
| <p>(vi) the relevant requirements of the Rules (the “<b>Listing Rules</b>”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “<b>Stock Exchange</b>”) with regard to directors of a listed issuer;</p>  | <p>(vi) 香港聯合交易所有限公司（「<b>聯交所</b>」）證券上市規則（「<b>上市規則</b>」）對上市發行人的董事的相關要求；</p>  |
| <p>(i) in respect of any proposed service contracts to be entered into by any members of the Group with its director or proposed director, which require the prior approval of the shareholders of the Company at general meeting under rule 13.68 of the Listing Rules, to review and provide recommendations to the shareholders of the Company (other than shareholders who are directors with a material interest in the relevant service contracts) as to whether the terms of the service contracts are fair and reasonable and whether such service contracts are in the interests of the Company and the shareholders as a whole, and to advise shareholders on how to vote;</p> | <p>(i) 就任何按上市規則第 13.68 條須事先於股東大會上取得本公司股東批准的現任董事或建議委任董事與集團成員的擬定服務合同作出檢討，向本公司股東就該擬定服務合同條款的公平及合理性、服務合同對本公司及整體股東而言是否有利及本公司股東應怎樣作表決，向本公司股東提呈建議（不包括該等亦同時為於相關服務合同有重大利益的股東）；</p> |



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| <p>(j) to ensure that on appointment to the Board, non-executive Directors receive a formal letter of appointment setting out what is expected of them in terms of time commitment, committee service and involvement outside meetings of the Board;</p>  | <p>(j) 確保每位被委任的非執行董事於被委任時均取得正式委任函件，當中須訂明對其等之要求，包括工作時間、董事會委員會服務要求及參與董事會會議以外的的工作；</p>  |
| <p>(k) to conduct exit interviews with any Director upon their resignation in order to ascertain the reasons for his departure;</p>   | <p>(k) 會見辭去本公司董事職責的董事並瞭解其離職原因；</p>   |
| <p>(l) to review the policy on Board diversity and the measurable objectives for implementing such policy from time to time adopted by the Board, and to review the progress on achieving these objectives;</p>   | <p>(l) 檢討董事會成員多元化政策及執行由董事會不時採納的有關政策的任何可衡量目標，以及檢討達成該等目標的進度；</p>   |
| <p>(m) where the Board proposes a resolution to elect an individual as an independent non-executive director at the general meeting, it should set out in the circular to shareholders and/or explanatory statement accompanying the notice of the relevant general meeting (i) the process used for identifying the individual and why the Board believes the individual should be elected and the reasons why it considers the individual to be independent; (ii) if the proposed independent non-executive director will be holding his or her seventh (or more) listed company directorship, why the Board believes the individual would still be able to devote sufficient time to the board; (iii) the perspective, skills and experience that the individual can bring to the Board; and (iv) how the individual contributes to diversity of the Board; and the Committee should assist the Board in addressing the above information in the relevant circular and/or explanatory statement when it is requested by the Board; and</p> | <p>(m) 當董事會提呈決議案於股東大會上選任一名個人為獨立非執行董事時，其應於致股東之通函及／或有關股東大會通告隨附之說明函件內載列：(i) 物色該名個人所採用之程式及為何董事會相信該名個人應獲選任及為何其認為該名人士屬獨立之理由；(ii)倘建議獨立非執行董事將出任第七間（或以上）上市公司之董事職務，為何董事會相信該名人士仍將能夠對董事會投入足夠時間；(iii)該名人士可為董事會帶來之觀點、技能及經驗；及(iv)該名人士如何就董事會成員多元化作出貢獻；及有關委員在當董事會作出要求的情況下，應協助董事會於相關通函及／或說明函件中回應上述事項；及</p> |
| <p>(n) to consider and implement other matters, as defined or assigned by the Board from time to time.</p>  | <p>(n) 考慮及執行董事會不時確定或委派的其他事項。</p>   |

## 8. Minutes and reporting procedures

## 會議紀錄及彙報程式

- 8.1 The secretary shall, at the beginning of each meeting, ascertain and record the existence of any conflicts of interest and minute them accordingly. The relevant member of the Committee shall not be counted towards the quorum and he must abstain from voting on any resolution of the Committee in which he or any of his associates has a material interest, unless the exceptions set out in note 1 to Appendix 3 to the Listing Rules apply.
- 8.2 Full minutes of Committee meetings shall be kept by a duly appointed secretary of the meeting (who should normally be the company secretary). 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 (generally, meaning within 14 days after the meeting). Once the minutes are signed, the secretary shall circulate the minutes and reports of the Committee to all members of the Board.
- 8.3 The secretary of the Committee shall keep record of all meetings of the Committee held during each financial year of the Company and records of individual attendance of members of the Committee, on a named basis, at meetings held during that financial year.
9. **Reporting responsibilities**
- The Committee shall report to the Board after each meeting.
10. **Annual general meeting**
- The chairman of the Committee or in his absence, another member of the Committee or failing this, his duly appointed delegate, shall attend the annual general meeting of the Company and be prepared to answer questions at the annual general meeting on the Committee's activities and their responsibilities.
11. **Continuing application of the articles of association of the Company**
- 秘書應在每次會議開始時查問是否有任何利益衝突並記錄在會議紀錄中。有關的委員會成員將不計入法定人數內，而相關委員就他或其任何連絡人有重大利益的委員會決議必須放棄投票，除非上市規則附錄三附註一所載例外情況適用。
- 委員會的完整會議紀錄應由正式委任的會議秘書（通常為公司秘書）保存。會議紀錄的初稿及最後定稿應在會議後一段合理時間（一般指委員會會議結束後的十四天內）內先後發送委員會全體成員，初稿供成員表達意見，最後定稿作其紀錄之用。會議紀錄獲簽署後，秘書應將委員會的會議紀錄和報告傳閱予董事會所有成員。
- 委員會秘書應就本公司財政年度內委員會所有會議的會議紀錄存檔，以及具名紀錄每名成員於委員會會議的出席率。
- 彙報責任**
- 委員會應於每次會議後向董事會作出彙報。
- 股東周年大會**
- 委員會的主席，或在委員會主席缺席時由另一名委員（或如該名委員未能出席，則其適當委任的代表）應出席本公司的股東周年大會，並就委員會的活動及其職責在股東周年大會上回答問題。
- 持續應用本公司組織章程**

The articles of association of the Company regulating the meetings and proceedings of the Directors so far as the same are applicable and are not replaced by the provisions in these terms of reference shall apply to the meetings and proceedings of the Committee.

## **12. Powers of the Board**

The Board may, subject to compliance with the articles of association of the Company and the Listing Rules (including the Corporate Governance Code set out in Appendix 14 to the Listing Rules or if adopted by the Company, the Company's own code of corporate governance practices), amend, supplement and revoke these terms of reference and any resolution passed by the Committee provided that no amendments or supplements to and revocation of these terms of reference and the resolutions passed by the Committee shall invalidate any prior act and resolution of the Committee which would have been valid if such terms of reference or resolution had not been amended, supplemented or revoked.

## **13. Publication of the terms of reference of the Committee**

The Committee should make available its terms of reference, explaining its role and the authority delegated to it by the Board by including them on the website of the Company and on the website of the Stock Exchange.

本公司章程作出的規範的董事會會議程序的規定，如果也適用於委員會會議並且並未被本職權範圍條文所取代，亦應適用於委員會的會議程序。

## **董事會權力**

本職權範圍所有規則及委員會通過的決議，可以由董事會在不違反公司章程及上市規則的前提下(包括上市規則之附錄十四《企業管治守則》或本公司自行制定的企業管治常規守則(如被採用))，隨時修訂、補充及廢除，惟有關修訂、補充及廢除，並不影響任何在有關行動作出前，委員會已經通過的決議或已採取的行動的有效性。

## **刊登委員會職權範圍**

委員會應在本公司的網站及聯交所的網站公開其職權範圍，解釋其角色及董事會轉授予其的權力。

Adopted on 16 September 2019  
於 2019 年 9 月 16 日採納