



Tak Lee Machinery Holdings Limited

德利機械控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 8142)

(the “**Company**”)

TERMS OF REFERENCE OF NOMINATION COMMITTEE

(As adopted by the Board on 30 June 2017 and amended with effect from 1 January 2019)

CONSTITUTION

1. The nomination committee (the “**Nomination Committee**”) is established pursuant to the resolutions passed by the board of directors of the Company (the “**Directors**” and the “**Board**”, respectively) at its meeting held on 30 June 2017.

AUTHORITY

2. The Nomination Committee shall have unrestricted access to other members of the Board, senior management, the qualified accountant and internal controller in execution of its duties and responsibilities. All relevant employees will be directed to co-operate with any request made by the Nomination Committee.
3. The Nomination Committee is authorised to obtain independent professional advice in accordance with the procedures adopted by the Company from time to time and to secure the attendance of any external professional with relevant experience and expertise if necessary. The Nomination Committee should be provided with sufficient resources to perform its duties.

MEMBERSHIP

4. The members of Nomination Committee shall be appointed by the Board and shall consist of not less than three members, a majority of whom should be independent non-executive Directors (the “**INEDs**”).
5. The chairman of the Nomination Committee shall be the appointed by the Board and must be an INED.
6. The appointment of the members of the Nomination Committee may be revoked, replaced or additional members may be appointed to the Nomination Committee by resolutions passed by the Board. An appointment of a member of the Nomination Committee shall be automatically revoked if such member ceases to be a member of the Board.

7. The company secretary of the Company shall be the secretary of the Nomination Committee. The secretary of the Nomination Committee or in his/her absence, his/her representative or any one member of the Nomination Committee, shall be the secretary of the meetings of the Nomination Committee.

RESPONSIBILITIES

8. The responsibilities of the Nomination Committee should include the following:
 - (a) 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 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;
 - (c) to assess the independence of independent non-executive Directors;
 - (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 of the Company;
 - (e) to review the Board diversity policy adopted by the Board on a regular basis; make recommendations to the Board on measurable objectives for achieving diversity of the Board and monitor the progress on achieving the objectives; and
 - (f) to make or review disclosures regarding nomination of Director and Board diversity policy, as appropriate, under all applicable rules and regulations.

MEETINGS

9. The Nomination Committee shall meet at least once a year.
10. A quorum of the meeting of Nomination Committee shall be two Nomination Committee members.
11. Resolutions of the Nomination Committee at any meeting shall be passed by a majority of votes of members if more than two of its members are present and by a unanimous vote if only two of its members are present.

NOMINATION COMMITTEE’S RESOLUTIONS

12. A resolution in writing signed by all the members of the Nomination Committee shall be as valid and effective as if it had been passed at a meeting of the Nomination Committee and may consist of several documents in like form each signed by one or more of the members of Nomination Committee. Such resolution may be signed and circulated by facsimile or other forms of electronic communications. This provision is without prejudice to any requirement under the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the “**GEM Listing Rules**”) for a meeting of the Board or Nomination Committee to be held.

REPORTING PROCEDURES

13. (a) The Nomination Committee shall report to the Board identifying any matters in respect of which it considers that action or improvement is needed and making recommendations as to the steps to be taken. At the next meeting of the Board following a meeting of the Nomination Committee, the chairman of the Nomination Committee shall report their decisions and recommendations of the Nomination Committee to the Board.
- (b) Full minutes of meetings of the Nomination Committee shall be kept by the secretary of the Nomination Committee. Draft and final versions of minutes of meetings of the Nomination Committee shall be sent to all members of the Nomination Committee for their comment and records respectively, in both cases within 14 calendar days after the meeting.
- (c) Copies of the minutes of meetings of the Nomination Committee shall be provided to the Board at its meetings.
- (d) The Nomination Committee shall make available at least one of its members to attend the Company’s annual general meeting to answer shareholders’ questions about nomination related issues.

REVISION OF THE TERMS OF REFERENCE

14. These terms of reference shall be updated and revised as and when necessary in light of changes in circumstances and changes in regulatory requirements, including but not limited to the GEM Listing Rules.

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.