

# **RUI FENG GROUP HOLDINGS COMPANY LIMITED**

## **睿鋒集團控股有限公司**

(Formerly known as China Hanya Group Holdings Limited 中國翰亞集團控股有限公司)

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

(Stock Code: 8312)

### **Terms of Reference of the Nomination Committee**

#### The Nomination Committee

The board (the “Board”) of directors (the “Directors”) of RUI FENG GROUP HOLDINGS COMPANY LIMITED (the “Company”) established a committee of the Board known as the Nomination Committee (the “Committee”), its constitution and duties are set out below:

#### (1) Membership

- (a) The members of the Committee shall be appointed by the Board. The Committee shall consist of not less than three members and a majority of which should be Independent Non-Executive Directors (“INEDs”) of the Company. At least one member who is an executive director or non-executive director with sufficient knowledge of the Company’s day-to-day operations. The constitution of the Committee shall comply with the requirement of the Rules Governing the Listing of Securities on GEM (the “GEM Listing Rules”) of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) from time to time.
- (b) The Chairman of the Committee should be the Chairman of the Board or an INED and a member of the Committee appointed by the Board.

#### (2) Attendance at Meetings

- (a) The quorum of a meeting of the Committee shall be two members, one of which must be INED.
- (b) The Committee may, where appropriate, invite external advisors and/or members of the management of the Company to attend the meetings to advise its members.
- (c) The company secretary of the Company shall be the secretary of the Committee who should attend all meetings of the Committee and shall be responsible to record the minutes of meetings of the Committee.
- (d) Meetings of the Committee shall be summoned by the chairman or the company secretary at the request of any of its members.

- (e) Notice of meetings shall be given to all members of the Committee at least 7 days before the date of such meeting. Irrespective of the length of notice being given for any particular meeting, attendance of such particular meeting by a member of the Committee shall be deemed as a waiver of the requisite length of notice by the relevant member.
- (f) Members of the Committee may participate in a meeting of the Committee by means of conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting pursuant to this provision shall constitute presence in person at such a meeting.

### (3) Frequency of Meetings

Meetings of the Committee shall be held not less than once a year. Any member of the Committee may request a meeting if he/she considers that one is necessary and upon the receipt of such request, the secretary of the Committee shall convene such meeting as soon as reasonably practicable and having regard to the convenience of all members with priority given to the INEDs.

### (4) The Committee's Resolutions

- (a) Within reasonable period of time after the meeting, both of the draft and final versions of minutes shall be circulated to all members of the Committee for their comments and records respectively. Full minutes of the meeting should be kept by the secretary of the Committee.
- (b) A resolution in writing signed by all members of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held and may consist of several documents in like form each signed by one or more of the members of the Committee. Such resolution may be signed and circulated by fax or other electronic communications. This provision is without prejudice to any requirement under the GEM Listing Rules for a Board or Committee meeting to be held.

### (5) Role

The Committee should be responsible for Board recruitment according to the Company's agreed strategic priorities. The aim should be to secure a boardroom which achieves the right balance between challenge and teamwork, and fresh input and thinking, while maintaining a cohesive board.

### (6) Authority

- (a) The Committee is authorized by the Board to review, assess and make recommendations upon any issue within its terms of reference. It is authorized to seek any information it requires from any employee or executive Director and such persons are directed to cooperate with any request made by the Committee.

- (b) The Committee shall be provided with sufficient resources to discharge its duties. The Committee is authorized by the Board, and at the expense of the Company, to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

#### (7) Duties

The duties of the Committee shall include, but shall not be limited to the following: -

- (a) to review the structure, size and composition (including skills, knowledge and experience) of the Board at least annually and to make recommendation 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 the INEDs;
- (d) 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; and
- (e) to review the time required from a Director to perform his responsibilities regularly.

#### (8) Nomination Policy and Procedure

To ensure changes to the Board composition can be managed without undue disruption, there should be a formal, considered and transparent procedure for selection, appointment and re-appointment of directors, as well as plans in place for orderly succession (if considered necessary), including periodical review of such plans. The appointment of a new Director (to be an additional Director or fill a casual vacancy as and when it arises) or any re-appointment of Directors is a matter for decision by the Board upon the recommendation of the proposed candidate by the Committee.

The criteria to be applied in considering whether a candidate is qualified shall be his or her ability to devote sufficient time and attention to the affairs of the Company and contribute to the diversity of the Board as well as the effective carrying out by the Board of the responsibilities which, in particular, are set out as follows:-

- (a) participating in Board meetings to bring an independent judgment on issues of strategy, policy, performance, accountability, resources, key appointments and standards of conducts;
- (b) taking the lead where potential conflicts of interests arise;
- (c) serving on the audit committee, the remuneration committee and the Committee (in the case of candidate for non-executive Director) and other relevant Board committees, if invited;

- (d) bringing a range of business and financial experience to the Board, giving the Board and any committee on which he or she serves the benefit of his or her skills, expertise, and varied backgrounds and qualifications and diversity through attendance and participation in the Board/committee meetings;
- (e) scrutinising the Company's performance in achieving agreed corporate goals and objectives, and monitoring the reporting of performance;
- (f) ensuring the committees on which he or she serves to perform their powers and functions conferred on them by the Board; and
- (g) conforming to any requirement, direction and regulation that may from time to time be prescribed by the Board or contained in the constitutional documents of the Company or imposed by legislation or the GEM Listing Rules, where appropriate.

If the candidate is proposed to be appointed as an independent non-executive director, his or her independence shall be assessed in accordance with, among other things, the factors as set out in Rule 5.09 of the GEM Listing Rules, subject to any amendments as may be made by the Stock Exchange from time to time. Where applicable, the totality of the candidate's education, qualifications and experience shall also be evaluated to consider whether he or she has the appropriate professional qualifications or accounting or related financial management expertise for filling the office of an independent non-executive director with such qualifications or expertise as required under Rule 5.05(2) of the GEM Listing Rules.

#### (9) Reporting Procedures

The secretary of the Committee shall circulate the minutes of meetings to all members of the Board. The Chairman of the committee shall report the findings and recommendations of the Committee to the Board.

#### (10) Publication of this Terms of Reference

This Terms of Reference explaining its role and the authority delegated to it by the Board is posted on the Stock Exchange's website and the website of the Company

Revised on 25 March 2019