

**YUE DA INTERNATIONAL HOLDINGS  
LIMITED**

**悦达国际控股有限公司**

**Terms of reference of  
the nomination committee of the Board of Directors**

**董事会提名委员会职权范围**

**YUE DA INTERNATIONAL HOLDINGS LIMITED**

**悦达国际控股有限公司**

**(“Company”)**

**Terms of reference of the Nomination Committee (“Committee”)  
of the Board of Directors (“Board”) of the Company**

**本公司董事会 (「董事会」) 提名委员会 (「委员会」) 之职权配围**

**(adopted on and effective as of 30 March 2012**

**and as amended on 29 August 2013 and**

**11 January 2019)**

**(于 2012 年 3 月 30 日采纳及生效**

**及于 2013 年 8 月 29 日及 2019 年 1 月 11 日修订)**

(中文本为翻译稿，仅供参考用)

**1. Constitution**

**组成**

1.1 The Committee is established pursuant to a resolution passed by the Board at its meeting held on 30 March 2012.

本委员会是按本公司董事会于 2012 年 3 月 30 日会议通过成立的。

**2. Membership**

**成员**

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.

委员会成员由董事会从董事中挑选，委员会人数最少三名，而大部份之成员须为本公司的独立非执行董事。

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.

委员会主席由董事会委任，并由董事会主席或独立非执行董事担任主席。

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.

本公司的公司秘书为委员会的秘书。当委员会秘书缺席的时候，出席委员会会议的成员，可互选或委任另一人作为该次会议的秘书。

2.4 The appointment of the members of the Committee may be revoked, or additional members may be appointed to the Committee by separate resolutions passed by the Board and by the Committee. An appointment of Committee member shall be automatically revoked if such member ceases to be a member of the Board.

### 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. 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.

(Pursuant to paragraph A.1.3 of Appendix 14 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "**Listing Rules**"), regular board meetings should be called by, so far as practicable, at least 14 days' notice)

(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.

经董事会及委员会分别通过决议，方可委任额外或罢免委员会成员。如该委员会成员不再是董事会的成员，该委员会成员的任命将自动撤销。

### **会议程序**

#### 会议通知：

(a) 除非委员会全体成员同意，委员会的会议通知期，不应少于七天。不论通知期长短，委员会成员出席会议将构成放弃该通知，除非出席会议的委员会成员在会议开始之时，以会议还没有得到正确的召开为理由为目的，出席以表达反对会议处理任何事项。

(根据上市规则附录十四第 A1.3 段及的规定，在切实可行的范围内，召开董事会定期会议应发出至少 14 天通知)

(b) 任何委员会成员或委员会秘书（应董事的请求时）可于任何时候召集董事会议。召开会议通告必须亲身以口头或以书面形式、或以电话、电子邮件、传真或其他委员会成员不时议定的方式发出予各委员会成员（以该成员最后通知秘书的电话号码、传真号码、地址或电子邮箱地址为准）。

- (c) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.
- (c) 口头会议通知应尽快(及在会议召开前)以书面方式确实。
- (d) Notice of meeting shall state the purpose, time and place of the meeting and shall be accompanied by 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. In respect of regular meetings of the Committee to be held as mentioned in clause 3.3 below, and so far as practicable for all other meetings of the Committee, the agenda and accompanying papers shall be sent in full to all the members of the Committee in a timely manner and at least 3 days before the intended date of the meeting of the Committee (or such other period as all the Committee members may agree).
- (d) 会议通告必须说明开会目的、开会时间、地点、议程及随附有关文件予各成员及秘书参阅。第 3.3 条所述委员会定期会议的议程及有关文件应全部及时送交委员会全体成员，至少在计划举行委员会会议日期的最少三天前(或经委员会全体成员协定的其他时间内)送出。委员会其他所有会议在切实可行的情况下亦应采纳以上安排。
- 3.2 **Quorum:** The quorum of the Committee meeting shall be three members of the Committee and a majority of which shall be the independent non-executive directors.
- 会议法定人数为三位成员，而大部份出席的成员须为独立非执行董事。
- 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 (the “**Directors**”) of the Company, their implementation during the year, 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.
- 次数：每年最少开会一次，以厘定、检讨及考虑本公司就董事委任、重新委任及罢免的提名程序、前述事项在有关年度的实施及向董事会提呈出任董事候选人的建议，检讨董事会不时所采纳的董事会成员多元化的政策及为执行该政策而制定的任何可计量目标，以及该目标的达标进度。

#### **4 Committee's Resolutions**

4.1 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 why they believe the individual should be elected and the reasons why they consider the individual to be independent.

4.2 Each director should be nominated by means of separate resolution.

#### **5. Written resolutions**

5.1 Written resolutions may be passed by all Committee members in writing.

#### **6. Alternate Committee members**

6.1 A Committee member may not appoint any alternate.

#### **7. Authority of the Committee**

7.1 The Nomination Committee is authorised by the Board with the objective to ensure a fair and transparent process of the Board appointments, in particular to assist the Board to identify suitable candidates and make recommendations for consideration by the Board and the shareholders of the Company;

7.2 The Nomination Committee shall report directly to the Board on its decisions or recommendations, unless there are legal or regulatory restrictions on its ability to do so (such as a restriction on disclosure due to regulatory requirements);

7.3 The Committee may exercise the following powers:

#### **委员会决议**

若董事会拟于股东大会上提呈决议案选任某人士为独立非执行董事，有关股东大会通告所随附的致股东通函及／或说明函件中，应该列明董事会认为应选任该名人士的理由以及他们认为该名人士属独立人士的原因。

每名董事候选人的提名应以独立决议案的方式进行

#### **书面决议**

委员会成员可以书面决议方式通过任何决议。

#### **委任代表**

委员会成员不能委任代表。

#### **委员会的权力**

提名委员会由董事会授权以确保董事会会在公平和透明的程序下进行委任，尤其是协助董事会鉴定合适之候选人并向董事会及本公司股东提出建议供其考虑；

提名委员会应向董事会直接报告有关决定或建议，除非在法律或监管限制之情况下使其无能为力（例如：根据监管要求对披露的限制）；

委员会可以行使以下权力：

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| <p>(a) to seek any information it requires from any employee of the Company and its subsidiaries (together, the “<b>Group</b>”) and any professional advisers in order to perform its duties, 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) 要求本公司及其任何附属公司(合称“<b>本集团</b>”)的任何雇员及专业顾问，提供委员会为执行其职责而需要的任何资料，并提交报告、出席委员会会议及提供所需资料及解答有关问题；</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) 于董事的委任或重新委任，评审董事的表现及独立非执行董事的独立性；</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 if it considers this 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 perform its duties;</p> | <p>(c) 按照其职权范围就相关事项向外界寻求法律或其他独立专业意见(包括独立的人力资源顾问公司或其他独立专业人士)。如委员会需要，可邀请具备相关经验及专业才能的外界人士出席委员会会议。委员会有权进行其认为适当的调查(包括但不限于诉讼、破产及信誉查册)、报告或公开征募及取得充足资源以履行其职责。前述费用均由本公司承担；</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) 对本职权范围及履行其职权的有效性作每年一次的检讨并向董事会提出其认为须要的修订建议；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) 为使委员会能合理地执行本职权范围第七章所列的职责，其认为有需要及有益的权力。</p>   |

**8. Duties**

**委员会的职责**

8.1 The duties of the Committee shall be:

委员会负责履行以下职责：

- (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;
- (a) 至少每年检讨董事会的架构、人数及组成(包括技能、知识、经验及多样的观点与角度)，并就任何为配合本公司策略而拟对董事会作出的变动提出建议；
- (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 or a summary of 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;
- (b) 制定及维持董事会成员的提名政策，包括提名程序和提名委员会及本公司在年内识别、甄选及推荐董事候选人的程序及准则，以及定期审议及在本公司的企业管治报告内披露政策和达致政策中所制定的目标的进度。委员会应确保甄选程序透明及公平，并确保委员会考虑在董事会联系圈外的各类候选人及符合本公司的多元化政策；
- (c) to develop and maintain a policy concerning diversity of Board members and to review periodically and disclose the policy on diversity or a summary of the policy in the Company's corporate governance report;
- (c) 制定和维持有关董事会成员多元化的政策，并定期检讨及在本公司的企业管治报告内披露有关多元化的政策或政策摘要；
- (d) 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;
- (d) 在适当时候检讨董事会的董事会成员多元化政策，以及审核董事会为执行董事会成员多元化政策而制定的可计量目标和达成目标的进度，并于每年的企业管治报告中披露；
- (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;
- (e) 物色具备合适资格可担任董事的人士，并挑选提名有关人士出任董事或就此向董事会提供意见；

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| (c) to assess the independence of independent non-executive Directors;  | (c) 评核独立非执行董事的独立性；   |
| (d) to make recommendations to the Board on:  | (d) 向董事会提呈下列事项的建议：   |
| (i) the role, responsibilities, capabilities, skills, knowledge, experience and diversity of perspectives required from members of the Board;   | (i) 作为董事会成员所应有的角色、责任、能力、技术、知识、经验及多样的观点与角度；                           |
| (ii) the policy on the terms of employment of non-executive Directors;  | (ii) 委聘非执行董事的政策；   |
| (iii) the composition of the audit committee, remuneration committee and other board committees of the Company;   | (iii) 审核委员会、薪酬委员会及其他董事会委员会的组成；                                       |
| (iv) proposed changes to the structure, size and composition of the Board;  | (iv) 董事会的架构、人数及组成拟作出的变动；   |
| (v) candidates suitably qualified to become members of the Board;   | (v) 具备合适资格担任董事的人士；   |
| (vi) the selection of individuals nominated for directorship;   | (vi) 挑选被提名人士出任董事；  |
| (vii) the re-election by shareholders of the Company of any Directors who are to retire by rotation having regard to their performance and ability to continue to contribute to the Board;  | (vii) 轮流退任董事的重新委任，于此，须考虑其等的工作表现及对董事会继续作出贡献的能力；                       |
| (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; | (viii) 在任多于九年的独立非执行董事的去留问题，并就该等独立非执行董事的继续委任与否向本公司股东就审议有关决议案赞成与否提供建议； |
| (ix) the appointment or re-appointment of Directors;  | (ix) 就董事委任或重新委任董事；   |

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| <p>(x) succession planning for Directors in particular the chairman and the chief executive ; and</p>  | <p>(x) 董事继任计划(尤其是主席及行政总裁)；及</p>              |
| <p>(xi) the policy concerning the diversity of Board members, and the measurable objectives for implementing such policy;</p>                      | <p>(xi) 董事会成多元化政策及为执行该政策而制定的任何可计量目标；</p>     |
| <p>(e) 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>(e) 在履行上述责任或本职权范围项下的其他责任，对下列各项给予充份考虑：</p> |
| <p>(i) succession planning of Directors;</p>   | <p>(i) 董事接替计划；</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) 本集团为保持或加强本集团的竞争优势所需要的领导才能；</p>       |
| <p>(iii) changes in market environment and commercial needs of the market in which the Group operates;</p>   | <p>(iii) 市场环境的转变及本集团营运市场的商业需要；</p>           |
| <p>(iv) the skills and expertise required from members of the Board;</p>   | <p>(iv) 董事会成员所须具备的技能及专才；</p>                 |
| <p>(v) the Board's policy concerning diversity of Board members adopted from time to time; and</p>   | <p>(v) 董事会不时采纳的董事会成员多元化政策；及</p>              |
| <p>(vi) the relevant requirements of the Listing Rules with regard to directors of a listed issuer;</p>  | <p>(vi) 上市规则对上市发行人的董事的相关要求；</p>              |

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| <p>(f) 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 and their respective associates) 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>(f) 检讨及就所有按上市规则第 13.68 条须事先取得本公司股东批准的现董事或建议委任董事与集团成员的拟定服务合同，向本公司股东就该议定服务合同条款的公平及合理性、服务合同对本公司及整体股东而言是否有利及本公司股东应怎样作表决，向本公司股东提呈建议；</p> |
| <p>(g) 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>(g) 确保每位被委任的非执行董事于被委任时均取得正式委任函件，当中须订明对其等之要求，包括工作时间、董事会委员会服务要求及参与董事会会议以外的工作；</p>   |
| <p>(h) to conduct exit interviews with any Director upon their resignation in order to ascertain the reasons for his departure;</p>  | <p>(h) 会见辞去本公司董事职责的董事并了解其离职原因；</p>   |
| <p>(i) 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>(i) 检讨董事会不时采纳的多元化政策及为执行政策而定的任何可计量目标，以及检讨该目标的达标进度；</p>   |

- (j) 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 their 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.
- (j) 若董事会拟于股东大会上提呈决议案选任某人士为独立非执行董事，有关股东大会通告所附的致股东通函及/或说明函件中，应该列明(i) 用以物色该名人士的流程、董事会认为应选任该名人士的理由以及他们认为该名人士属独立人士的原因；(ii) 如果后任独立非执行董事将出任第七家（或以上）上市公司的董事，董事会认为该名人士仍可投入足够时间履行董事责任的原因；(iii) 该名人士可为董事会带来的观点与角度、技能及经验；及(iv) 该名人士如何促进董事会成员多元化。
- (k) to consider other matters, as defined or assigned by the Board from time to time.
- (k) 考虑及执行董事会委派的其他事项。

## 9. **Reporting Procedures**

- 9.1 Full minutes of the meetings of the Committee and all written resolutions of the Committee should be kept by the secretary of the Committee.

## **会议纪录及书面决议的传阅**

委员会的完整会议纪录及书面决议应由委员会秘书保存。

- 9.2 The secretary of the Committee shall (with the assistance of the secretary of the respective meetings (if different from the secretary of the Committee) circulate the draft and final versions of minutes of the meeting of the Committee or, as the case may be, written resolutions of the Committee to all members of the Committee for their comment and records respectively within a reasonable time after the meeting or before the passing of the written resolutions.
- (在各次委员会会议秘书(如与委员会秘书不同)的协助下)委员会秘书应于委员会会议结束后或书面决议签署前的合理时段内,把委员会会议纪录或书面决议(视乎情况而定)的初稿及最后定稿发送委员会全体成员(初稿供成员表达意见,最后定稿作其纪录之用)。
- 9.3 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.
- 委员会秘书应就年内委员会所有会议纪录存档,以及具名纪录每名成员于委员会会议的出席率。
- 9.4 The Committee shall 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).
- 委员会应向董事会汇报其决定或建议,除非委员会受法律或监管限制所限而不能作此汇报(例如因监管规定而限制披露)。
- 10. Annual general meeting**
- 股东周年大会**
- 10.1 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.
- 委员会的主席,或在委员会主席缺席时由另一名委员(或如该名委员未能出席,则其适当委任的代表)应出席股东周年大会,并就委员会的活动及其职责在股东周年大会上回应问题。
- 11. Continuing application of the articles of association of the Company**
- 本公司组织章程的持续适用**
- 11.1 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.
- 就前文未有作出规范,但本公司章程作出了规范的董事会会议程序的规定,适用于委员会的会议程序。

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

- 12.1 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 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 or revoked.

## **董事会权力**

本职权范围所有规则及委员会通过的决议，可以由董事会在不违反公司章程及联交所上市规则的前提下(包括联交所上市规则之附录十四《企业管治守则》或本公司自行制定的企业管治常规守则(如被采用))，随时修订、补充及废除，惟有关修订、补充及废除，并不影响任何在有关行动作出前，委员会已经通过的决议或已采取的行动的有效性。

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

- 13.1 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 of Hong Kong Limited.

## **委员会职权范围的刊登**

委员会应在本公司的网站及香港联合交易所有限公司的网站公开其职权范围，解释其角色及董事会转授予其的权力。

Adopted on 30 March 2012 and revised as of 29 August 2013 and 11 January 2019  
2012年3月30日采纳，并于2013年8月29日及2019年1月11日修订