

# Terms of Reference of Remuneration Committee (Revised on 23 December 2022 and effective on 1 January 2023)

- 1 Membership
  - (a) The Remuneration Committee (the "Committee") shall be appointed by the board of directors of the Company (the "Board") from amongst the non-executive directors of the Company and shall consist of not less than three members, a majority of whom should be independent non-executive directors of the Company (the "INEDs").
  - (b) The Board may at any time remove, suspend or replace any member of the Committee at its option by resolution whereupon the Committee should consist of the remaining or replaced members of the Committee.
  - (c) The chairman of the Committee shall be appointed by the Board from amongst the INEDs.
  - (d) The company secretary of the Company shall be the secretary of the Committee.

# 2 Frequency of Meetings

The Committee shall meet at least once every year; and may meet more often if requested by the chairman of the Committee or, by any two members of the Committee. Meetings should be arranged by the secretary of the Committee upon instruction of the chairman of the Committee.

#### **3** Attendance at Meetings

- (a) A quorum of a meeting shall be two members of the Committee.
- (b) The chairman of the Board, the chief executive, if any, and the executive directors may also attend the Committee meetings, if invited, provided that they must not be in attendance when their own respective remuneration packages are being discussed.

<sup>\*</sup> For identification purpose only

(c) Any members of the Committee or other attendees may participate in a meeting of the Committee by means of a conference telephone or similar communication equipment by means of which all persons participating in the meeting are capable of hearing each other.

#### 4 Committee's Resolutions

A resolution in writing signed by all the 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.

## 5 **Duties and Powers**

The duties and powers of the Committee shall be:

- (a) to make recommendations to the Board on the Company's policy and structure for all directors' and senior management remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy;
- (b) to review and approve the management's remuneration proposals with reference to the Board's corporate goals and objectives;
- (c) to make recommendations to the Board on the remuneration packages of individual executive directors and senior management. This should include benefits in kind, pension rights and compensation payments, including any compensation payable for loss or termination of their office or appointment;
- (d) to make recommendations to the Board on the remuneration of non-executive directors;
- (e) to consider salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the Company and its subsidiaries;
- (f) to review and approve compensation payable to executive directors and senior management for any loss or termination of office or appointment to ensure that it is consistent with contractual terms and is otherwise fair and not excessive;
- (g) to review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that they are consistent with contractual terms and are otherwise reasonable and appropriate;
- (h) to ensure that no director or any of his associates is involved in deciding his own remuneration; and

 to review and/or approve matters relating to share schemes under Chapter 17 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules").

## 6 Availability and Update of the Terms of Reference

These terms of reference shall be updated and revised as and when necessary in light of changes in circumstances and changes in regulatory requirements (e.g. the Listing Rules) in Hong Kong. These terms of reference shall be made available to the public by including the information on the websites of The Stock Exchange of Hong Kong Limited and the Company.