

SMARTAC INTERNATIONAL HOLDINGS LIMITED

環球智能控股有限公司

(“Company”)

(Incorporated in the Cayman Islands with limited liability)

Terms of Reference for Nomination Committee

Constitution

1. The Board has established a committee known as the Nomination Committee (“**Committee**”).

Membership

2. The members shall be appointed by the Board from amongst the directors of the Company (the “**Directors**”) and shall consist of not less than three members, a majority of whom should be independent non-executive Directors.
3. The Chair of the Committee shall be appointed by the Board and should be the Chairman of the Board or an independent non-executive Director and in his absence, members present may elect any member to chair a Committee meeting.

Attendance at meetings

4. The Company Secretary or his delegate or such other person appointed by the Chair shall be the secretary of the Committee (“**Secretary**”).

Frequency and procedures of meetings

5. Meetings shall be held at least once a year.
6. Meetings shall be held as and when required or as requested by the Chair of the Committee. The members may adopt from time to time the procedure governing the convening of the Committee meetings, the means and procedure for the passing of resolutions of the Committee. Two members shall form a quorum. A resolution in writing signed by at least a majority of 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.

Authority

7. The Committee is authorized by the Board to deal with any activity within its terms of reference. It is authorized by the Board to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

8. The Committee is authorized by the Board 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.

Duties

9. The duties of the Committee shall be:
 - (a) to review the structure, size and composition (including the skills, knowledge and experience) of the Board at least once annually and to make recommendations on any proposed changes to the Board after such review;
 - (b) to assess the suitability and qualification of candidates for the Directors and to report to the Board on their assessment results, and select or make recommendations to the Board on the selection of individuals nominated for directorships;
 - (c) to assess the independence of the independent non-executive Directors, having regard to the requirements under the Listing Rules;
 - (d) to make recommendations to the Board on relevant matters relating to the appointment of Directors and succession planning for Directors in particular, the Chairman and the Chief Executive Officer; and
 - (e) 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 perspectives, skills and experience that the individual can bring to the Board; and
 - iv. how the individual contributes to diversity of the Board.

Other Procedures

10. The Chair, in consultation with the Secretary of the Committee, should be primarily responsible for drawing up and approving the agenda for each Committee meeting. The Chair, with the assistance of the Secretary, shall ensure that all members shall have sufficient information in a timely manner to enable effective discussion at a Committee meeting and be briefed on the issues arising at each Committee meeting. The Secretary shall record minutes of all duly constituted meetings of the Committee. All minutes shall record in sufficient detail the matters considered, decisions reached or recommendations made and any concerns raised by any member including dissenting views of any member. The Secretary shall circulate the draft and final versions of the minutes of meetings and reports of the Committee to all members for comments and records within a reasonable time after each meeting. The Chair shall report at the forthcoming Regular Board Meeting any key decisions made and issues discussed.
11. Unless otherwise defined, terms and expressions used herein shall have the same meanings as defined in the Corporate Governance Practice Manual of the Company.
12. The Terms of Reference has been prepared in English. If there is any inconsistency between the English and Chinese version, the English version shall prevail.

Revised on 30 December 2022