

# Evergreen Products Group Limited

訓修實業集團有限公司

(the “Company”)

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

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## Terms of reference of the Remuneration Committee of the Board of Directors of the Company

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### 1. **Objective**

- 1.1 The board (“**Board**”) of the directors of the Company (“**Director(s)**”) has resolved to set up a remuneration committee (“**Committee**”). The main objective of the Committee is to regularly make recommendations to the Board on the Company’s policy and structure for the remuneration of all Directors and senior management of the Company and on the establishment of a formal and transparent procedure for developing remuneration policy. The Committee is accountable to the Board.

### 2. **Membership**

- 2.1 Members of the Committee shall be appointed by the Board from amongst the members of the Board and shall consist of not less than three (3) members, a majority of whom should be independent non-executive directors of the Company.
- 2.2 The chairman of the Committee will be an independent non-executive director and will be appointed by the Board.
- 2.3 The company secretary of the Company will be the secretary of the Committee unless otherwise appointed by the Committee.
- 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.

### 3. **Proceedings of the Committee**

#### 3.1 ***Notice:***

- (a) Unless otherwise agreed by all the Committee members (either orally or in writing), a meeting shall be called by at least seven (7) 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.

- (c) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.
- (d) Notice of meeting shall state the 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 to all the members of the Committee in a timely manner and at least three (3) days before the intended date of the meeting of the Committee (or such other period as all the Committee members may agree).

3.2 ***Quorum:*** The quorum of the Committee meeting shall be two (2) members of the Committee.

3.3 ***Conducting the meetings:*** Meetings could be convened by attending in person, telephone or video conference. Members could attend the meetings through telephone conference or similar arrangements which Members could communicate to each other.

3.4 ***Attendance:*** The Committee could invite any Directors, external advisers or other individuals to attend the meetings but such Directors, advisers or individuals are not entitled to vote at the meetings.

3.5 ***Resolutions:*** Any resolution shall be passed by the majority votes of the Members.

3.6 ***Frequency:*** Meetings shall be held at least once every year.

3.7 No Committee member may vote on any resolution of the Committee regarding his/her own remuneration.

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

#### 4. **Overriding Principles**

4.1 Remuneration levels should be sufficient to attract and retain directors to run the company successfully without paying more than necessary.

4.2 No director should be involved in deciding his/her own remuneration.

4.3 The Committee should consult the chairman and/or chief executive about their proposals relating to the remuneration of other executive directors of the Company. The Committee should have access to independent professional advice if necessary.

**5. Alternate Committee Members**

5.1 A Committee member may not appoint any alternate.

**6. Authority of the Committee**

6.1 The Committee may exercise the following powers:

- (a) to review any proposed service contract or letter of appointment with any director or senior management before such contract or letter of appointment is entered into and to make recommendation to the Company's Board for any changes to the proposed terms of such contract;
- (b) to make recommendations regarding the remuneration, bonuses and welfare benefits of the executive directors and the senior management;
- (c) to request the Board to convene a shareholders' meeting (if necessary) for purposes of removing any director and to dismiss any employees if there is evidence showing that the relevant director and/or employee has failed to discharge his duties properly;
- (d) to obtain outside legal or other independent professional advice at the cost of the Company on any matters within these terms of reference as it considers necessary and to secure the attendance of outsiders with relevant experience and expertise at its meetings, if it considers this necessary;
- (e) to commission reports or surveys as are necessary to assist in the performance of its duties at the cost of the Company;
- (f) 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
- (g) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged.

6.2 The Committee should be provided with sufficient resources to perform its duties.

**7. Duties**

7.1 The duties 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 responsibility and employment conditions elsewhere in the group;
- (f) 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 for the Company;
- (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/her associates is involved in deciding his own remuneration; and
- (i) to review and/or approve matters relating to share schemes under Chapter 17 of the Listing Rules.

## **8. Reporting procedures**

- 8.1 Full minutes of the meetings of the Committee and all written resolutions of the Committee should be kept by the secretary of the Committee.
- 8.2 The secretary of the Committee shall circulate the draft and final versions of minutes of the meeting of the Committee or, as the case may be, final version of the 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.
- 8.3 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.

## **9. Continuing application of the articles of association of the Company**

- 9.1 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.

**10. Powers of the Board**

10.1 Interpretation of these terms of reference shall belong to the Board.

10.2 The Board may, subject to compliance with the articles of association of the Company and the Listing Rules (including the Corporate Governance Code and Corporate Governance Report 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.

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*The English version of these terms of reference shall prevail over its Chinese version in the event of inconsistency.*

1st Revised in January 2023