

# THELLOY DEVELOPMENT GROUP LIMITED

## 德萊建業集團有限公司

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

(Stock Code: 1546)

(the “Company”)

### **Terms of Reference of the Nomination Committee (the “Committee”) of the board (the “Board”) of directors (“Directors”, each a “Director”) of the Company**

#### **1. CONSTITUTION**

The Committee is established pursuant to a resolution passed by the Board at its meeting held on 22 September 2015 and as revised by the resolutions of the Board with effect from 26 June 2025. The constitution of the Committee shall comply with the requirements of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) from time to time (the “**Listing Rules**”).

#### **2. MEMBERSHIP**

- 2.1 Members of the Committee (“**Members**”, each a “**Member**”) shall be appointed by the Board from amongst the members of the Board and shall consist of not less than three Member and a majority of which should be independent non-executive Directors with at least one Member of a different gender.
- 2.2 The Chairman of the Committee (the “**Chairman**”) shall be appointed by the Board and shall be the chairman of the Board or an independent non-executive Director.
- 2.3 The company secretary of the Company shall be the secretary of the Committee (the “**Secretary**”). In the absence of the Secretary, Members present at the meeting may elect among themselves or appoint another person as the secretary for that meeting.
- 2.4 The appointment of the Members may be revoked, or additional Members may be appointed to the Committee by separate resolutions passed by the Board. An appointment of Member shall be automatically revoked if such Member ceases to be a member of the Board.

- 2.5 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 of the Company and/or explanatory statement accompanying the notice of the relevant general meeting why they believe he should be elected and the reasons why they consider him to be independent.
- 2.6 The Committee shall have a policy concerning diversity of the members of the Board and shall disclose the policy or summary of the policy in the corporate governance report.

### **3. PROCEEDINGS OF THE COMMITTEE**

#### **3.1 Notice:**

- (a) Unless otherwise agreed by all the Members (either orally or in writing), a meeting shall be called by at least fourteen (14) days' notice. Such notice shall be sent to each Member, and to any other person invited to attend. Irrespective of the length of notice being given, attendance of a Member at a meeting constitutes a waiver of such notice unless the 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.
- (b) A Member may and, on the request of a Member, the Secretary, at any time summon a Committee meeting. Notice shall be given to each 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 Member or in such other manner as the 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. An agenda together with other documents which may be required to be considered by the Members for the purposes of the meeting should generally be delivered to all Members seven days (and in any event not less than three days) before the intended date of the Committee meeting (or such other period as all the Members may agree).

**3.2 Quorum:** The quorum of the Committee meeting shall be two Members and one of whom shall be an independent non-executive Director.

**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, their implementation during the year and to make recommendations to the Board on candidates for appointment as Directors.

#### **4. WRITTEN RESOLUTIONS**

A resolution in writing signed by all the Members shall be as valid and effectual as if it had been passed at a meeting of the Committee and may consist of several documents in like form each signed by one or more of the Members.

#### **5. ALTERNATE COMMITTEE MEMBERS**

A Member may not appoint any alternate.

#### **6. AUTHORITY OF THE COMMITTEE**

6.1 The Committee may exercise the following powers:

- (a) to seek any information it requires from any employee of the Company and its subsidiaries (together, the “**Group**”) and any professional advisers in order to perform its duties, and 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;

- (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;
- (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 discharge its duties;
- (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
- (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.

6.2 The Company should provide the Committee sufficient resources to perform its duties. Where necessary, the Committee should seek independent professional advice, at the Company's expense, to perform its responsibilities.

## **7. DUTIES**

7.1 The duties of the Committee shall be:

- (a) to review the structure, size, composition (including the skills, knowledge and experience) and diversity against factors including but not limited to gender, age, nationality, cultural and educational background, professional experience, skills, knowledge, industry experience and length of service, of the Board at least annually, assist the Board in maintaining a board skills matrix and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;

- (b) 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;
- (c) to review and monitor the training and continuous professional development of the Directors and senior management;
- (d) to assess the independence of the independent non-executive Directors;
- (e) 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 of the Company;
- (f) to support the regular evaluation of the performance of the Board; and
- (g) to review the implementation and effectiveness of the Nomination and Board Diversity Policy at least annually to ensure that it remains relevant to the Company's needs and reflects both the current regulatory requirements and good corporate governance practice.

## **8. MINUTES AND RECORDS**

- 8.1 The Secretary shall, at the beginning of each meeting, ascertain and record the existence of any conflicts of interest and minute them accordingly. The relevant Members shall not be counted towards the quorum and he must abstain from voting on any resolution of the Committee in which he or any of his associates has a material interest.
- 8.2 Full minutes of Committee meetings shall be kept by a duly appointed secretary of the meeting (who should normally be the company secretary of the Company). Draft and final versions of minutes of the Committee meetings should be sent to all Members for their comment and records within a reasonable time after the meeting.
- 8.3 The Secretary shall keep record of all meetings of the Committee held during each financial year of the Company and records of individual attendance of Members, on a named basis, at meetings held during that financial year.

## **9. REPORTING RESPONSIBILITIES**

The Committee shall report to the Board after each meeting.

## **10. ANNUAL GENERAL MEETING**

The Chairman or in his absence, another Member or failing him, 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.

## **11. CONTINUING APPLICATION OF THE ARTICLES OF ASSOCIATION OF THE COMPANY**

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.

## **12. POWERS OF THE BOARD**

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 C1 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.

## **13. PUBLICATION OF THE TERMS OF REFERENCE OF THE COMMITTEE**

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 Company's website and the website of The Stock Exchange.

Adopted on 22 September 2015 and amended with effect from 26 June 2025.