



**POWERLONG**

宝龙

# **POWERLONG REAL ESTATE HOLDINGS LIMITED**

**寶龍地產控股有限公司**

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

**(Stock Code: 1238)**

(hereafter the “**Company**”)

(Revised and approved by the board of directors of the Company on 21 March 2019)

## **Nomination Committee – Terms of Reference**

### **1. Members**

- 1.1 The nomination committee of the Company (the “**Nomination Committee**”) should be established by the board of the Company (the “**Board**”). It should comprise majority of independent non-executive directors. Members of the Nomination Committee shall be appointed by the Board.
- 1.2 The Nomination Committee must be chaired by the chairman of the Board or an independent non-executive director within the Nomination Committee and appointed by the Board.
- 1.3 The term of appointment of the Nomination Committee members may be determined by the Board at the appointment date or from time to time.

### **2. Secretary of Nomination Committee**

- 2.1 The company secretary of the Company shall act as the secretary of the Nomination Committee.
- 2.2 The Nomination Committee may from time to time, appoint any other person with appropriate qualification and experience to act as the secretary of the Nomination Committee.

### **3. Meeting**

- 3.1 The Nomination Committee should meet at least once a year. Any member of the Nomination Committee may, and at the request of a member of the Nomination Committee the secretary of the Nomination Committee shall, call for a meeting of the Nomination Committee.
- 3.2 Notice of at least 14 days should be given for any meeting, unless such notification is waived by all members of the Nomination Committee. Notwithstanding the notification period, the attendance of the member of the committee at the meeting would be deemed as the waiver by such member of the required notification requirement. If any follow-up meeting takes place within 14 days after the meeting, then no notification is required for such follow-up meeting.
- 3.3 The quorum necessary for the transaction of business of the Nomination Committee shall be two members of the Nomination Committee, one of whom must be an independent non-executive director.
- 3.4 A meeting of the Nomination Committee may be attended in person or via electronic means including telephone or video conferencing provided that all participants are thereby able to communicate contemporaneously by voice with all other participants and participation in a meeting pursuant to this provision shall constitute presence in person at such meeting.
- 3.5 Resolutions of the Nomination Committee shall be passed by more than half of the members.
- 3.6 A resolution passed and signed by all members of the Nomination Committee is valid, and the validity is the same as any resolution passed at the meeting held.
- 3.7 Full minutes of Nomination Committee meeting should be kept by a duly appointed secretary of the Nomination Committee and be available for review by the directors. Draft and final versions of minutes of the meeting should be sent to all committee members for their comment and records, within a reasonable time after the meeting.

### **4. Meeting attendance**

- 4.1 Upon the invitation from the Nomination Committee, the chairman of the Board and/or the general manager or chief executive of the Company and/or its subsidiaries, external advisors and the other persons can be invited to attend all or part of any meeting.
- 4.2 Only the members of the Nomination Committee can vote in a meeting of the Nomination Committee.

## 5. Annual General Meeting

- 5.1 The chairman of the Nomination Committee or (if absent) the other member(s) of the Nomination Committee (who must be an independent non-executive director) should attend the annual general meetings of the Company to handle the shareholders' enquiry on the activities and responsibilities related to the Nomination Committee at such meetings.

## 6. Duties and Powers

The Nomination Committee shall have the following duties and powers:

- 6.1 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;
- 6.2 to identify individuals suitably qualified to become Board members and select or make recommendations to the Board on the selection of, individuals nominated for directorships;
- 6.3 to assess the independence of independent non-executive directors;
- 6.4 to make recommendations to the Board on the appointment or re-appointment of directors and succession planning for directors in particular the chairman and the chief executive;
- 6.5 to review the policy on Board diversity (the "**Board Diversity Policy**") and any measurable objectives for implementing such Board Diversity Policy as may be adopted by the Board from time to time and to review the progress on achieving the objectives; and to disclose the Board Diversity Policy or a summary of the same in the corporate governance report of the Company;
- 6.6 to disclose in the corporate governance report of the Company a summary of the work performed during the year, including the policy for the nomination of directors, performed by the Nomination Committee during the year which includes nomination procedures and the process and criteria adopted by the Nomination Committee to select and recommend candidates for directorship during the year; and
- 6.7 to 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.

## **7. Declaration responsibility**

- 7.1 The Nomination Committee shall report to the Board every time after any meeting of the Nomination Committee.

## **8. Authorization**

- 8.1 The Nomination Committee is authorized by the Board to request the senior management of the Company to provide any required information relating to the performance of its duties.
- 8.2 The Nomination Committee should have access to independent professional advice at the Company's expense if necessary. The independent professional advice can be sought via the financial controller or the company secretary of the Company.
- 8.3 The Nomination Committee should be provided with sufficient resources to perform its duties.

*Remark: In these terms of reference, "senior management" refers to the persons referred to in the prospectus or the interim/annual report of the Company (whichever is the latest) as senior management of the Company. It is the responsibility of the directors of the Company to determine which individual or individuals constitute senior management. Senior Management may include directors of subsidiaries, heads of divisions, departments or other operating units within the group as, in the opinion of the Company's directors, is appropriate.*

*Last amended by the Board on 21 March 2019*

*In the event of any inconsistency between the English and Chinese language versions of these terms of reference, the English version shall prevail.*