



## **JOLIMARK HOLDINGS LIMITED**

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

(hereafter the “Company”)

### **TERMS OF REFERENCE OF THE NOMINATION COMMITTEE (THE “COMMITTEE”)**

Adoption Date : 27th March 2012  
First Revision Date : 30th August 2013  
Second Revision Date : 31st December 2018

#### **1. MEMBER**

- 1.1 The nomination committee should be established by the board of the Company (the “**Board**”). It should comprise majority of independent non-executive directors.
- 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.

#### **2. SECRETARY OF NOMINATION COMMITTEE**

The company secretary of the Company shall act as the secretary of the nomination committee.

#### **3. MEETING**

- 3.1 The member of nomination committee can call for a meeting anytime when it is necessary.
- 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 deemed to be treated as the waiver of the required notification requirement. If the 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 Meeting can be attended in person or via electronic means including telephonic or videoconferencing. The members of the nomination committee can attend the meeting via telephonic or any similar communication device (all persons attending such meeting should be able to hear from such member via such communication device).
- 3.5 The resolution of the nomination committee should be passed by more than half of the members.
- 3.6 The resolution passed and signed by all members of nomination committee is valid, and the validity is same as any resolution passed in 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, external advisor and the other persons can be invited to attend all or part of any meeting.
- 4.2 Only the member of the nomination committee can vote in the meeting.

#### **5. AUTHORIZATION**

- 5.1 The nomination committee is authorized by the Board to request from employee of the Company to provide any information within the scope of its duties.
- 5.2 The nomination committee should have access to independent professional advice at the Company's expense, and to secure the independent party possessing the relevant experience and profession to attend the meeting if necessary, to perform its responsibilities as a member of the nomination committee.
- 5.3 The nomination committee should be provided with sufficient resources to perform its duties.

## **6. DUTIES AND POWERS**

The nomination committee shall have the following duties and powers:

- 6.1 review the structure, size and composition (including the skills, knowledge, experience and diversity of perspectives) of the Board at least annually, taking into account the Board's diversity policy, and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;
- 6.2 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 develop and maintain the Board's diversity policy, as appropriate; and ensure its effectiveness and review the measurable objectives that the Board has set for implementing the Board's diversity policy, and the progress on achieving the objectives; and disclose the Board's diversity policy or a summary of the policy in the Company's corporate governance report annually;
- 6.4 develop and maintain a policy for the nomination of Board members which includes the nomination procedures and the process and criteria adopted by the Committee to identify, select and recommend candidates for directorship during the year, and to review periodically and disclose in the corporate governance report annually and the progress made towards achieving the objectives set in the policy. The Committee should ensure that the selection process is transparent and fair, and that it considers a board range of candidates who are outside the Board's circle of contacts and in accordance with the Board's diversity policy;
- 6.5 assess the independence of independent non executive directors;
- 6.6 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; and
- 6.7 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 why they believe he should be elected and the reasons why they consider the individual to be independent.

## **7. DECLARATION RESPONSIBILITY**

- 7.1 The nomination committee shall report to the Board after each meeting of the nomination committee.

*Note:* As at 31st December 2018, the Committee comprises three members, namely Mr. Lai Ming, Joseph (Chairman of the Committee), Mr. Meng Yan and Mr. Yeung Kwok Keung, all of whom are independent non-executive directors of the Company.