

**zhenro 正榮地產**

**Zhenro Properties Group Limited**

## **Secretary**

5. The Board or the Committee shall from time to time appoint any particular member of the Committee or any officer or employee of the Company or its subsidiaries as the secretary of the Committee. In the absence of the secretary of the Committee, the remaining members present shall elect one of themselves or appoint another person as the secretary for that meeting.

## **Frequency of meetings**

6. The Committee shall meet at least once a year. Additional meetings may be held as and when required.

## **Notice of meetings**

7. A meeting of the Committee may be convened by any of its members or the secretary of the Committee.
8. Unless otherwise agreed by all the members of the Committee, notice of each meeting stating the time, date and place of the meeting shall be given to all the members of the Committee at least 14 days before the meeting. The notice shall be in writing and shall be signed by the secretary of the Committee.

12. Meetings of the Committee may be held either in person or through electronic means of communication or in such other manner as the members may agree.
13. Questions arising at any meeting shall be determined by a majority of votes of the members of the Committee present. Each member of the Committee shall have one vote. In the case of any equality of votes the chairman of the meeting shall have an additional or casting vote.
14. Members must abstain from voting in respect of any resolution which he/she is an interested party.
15. A resolution in writing signed by all members of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee. Any such resolution may be contained in a single document or may consist of several documents in like form each signed by one or more of the members of the Committee.
16. Draft and final versions of minutes of the Committee meetings shall be sent to all Committee members for their comment and records respectively within a reasonable time after the meeting.
17. The secretary of the Committee shall cause full minutes with sufficient details of meetings (including but not limited to the proceedings of all meetings, the attendances thereat, all business transacted, resolutions passed and orders made at such meetings) to be made in books of the Committee. Such minutes of meetings of the Committee shall be open for inspection at any reasonable time on reasonable notice by any Director to the Company. Any such minutes of any meeting, if purporting to be signed by the chairman of such meeting or by the chairman of the next succeeding meeting of the Committee, shall be sufficient evidence without any further proof of the facts therein stated.
18. Save as otherwise provided herein expressly, proceedings of meetings of the Committee shall be governed by the provision of the articles of association of the Company for regulating the proceedings of meetings of the Board *mutatis mutandis*.

## **Authority**

19. The authorities of the Committee shall include such authorities set out in the relevant code provisions of the Corporate Governance Code and Corporate Governance Report (the “**Corporate Governance Code and Corporate Governance Report**”) as contained in Appendix 14 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) (as amended from time to time).
20. The Committee is authorized by the Board to seek any information it requires from the management of the Company in order to perform its duties.
21. The Committee is authorized by the Board to obtain any independent professional advice, at the Company’s expense, from any person if it considers necessary to perform its duties.
22. The Committee is to be provided with sufficient resources to discharge its duties.

## **Duties and functions**

23. The duties and functions of the Committee shall include such duties and functions set out in the relevant code provisions of the Corporate Governance Code and Corporate Governance Report. Without prejudice to the foregoing, the Committee shall:-
  - (a) review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Board at least annually and make recommendations on any proposed changes to the Board to complement the Company’s corporate strategy, and assess the ability and experience of the directors;
  - (b) formulate a policy of selection and nomination of directors (“**nomination policy**”) and the procedures for the sourcing of suitably qualified director for consideration of the Board and implement such policy and procedures approved;
  - (c) review the nomination policy, and disclose the summary of the implemented nomination policy in the Corporate Governance Report of the annual report;

- (d) identify individuals suitably qualified to become Board members and after taking into consideration the board diversity policy and the nomination policy of the Company, select or make recommendations to the Board on the selection of suitably qualified individuals nominated for directorships;
  - (e) ensure sufficient biographical details of nominated candidates are provided to the Board and shareholders to enable them to make a decision regarding selection of the Board members;
  - (f) assess the independence of independent non-executive directors;
  - (g) 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
  - (h) conform to and abide by any requirement, direction and regulation that may be prescribed by the Board or contained in the constitutional documents of the Company or imposed by the Listing Rules or applicable laws.
24. The Committee should review the policy concerning diversity of Board members annually and should disclose the policy or a summary of the policy in the Corporate Governance Report in the annual report.
25. 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:
- (a) the process used for identifying the individual, why the Board believes the individual should be elected and the reasons why they considers the individual to be independent;
  - (b) if the proposed independent non-executive director will be holding his/her seventh (or more) listed company directorship, why the Board believes the individual would still be able to devote sufficient time to the Board;
  - (c) the perspectives, skills and experience that the individual can bring to the Board; and
  - (d) how the individual contributes to the diversity of the Board.

## **Reporting Procedures**

26. The Committee shall report directly to the Board on its findings, decisions and/or recommendations, unless there are legal or regulatory restrictions on its ability to do so (such as restriction on disclosure due to regulatory requirements). At the next meeting of the Board following a meeting of the Committee, the chairman of the Committee shall report the findings, decisions and/or recommendations of the Committee to the Board. The secretary of the Committee shall also circulate the minutes of meetings, reports and/or written resolutions (if any) of the Committee to all members of the Board.

## **Corporate Governance Report**

27. The work of the Committee during each financial year shall be summarized in the corporate governance report which constitutes part of the annual report.

## **Annual General Meeting**

28. The chairman of the Committee or in his/her absence, another member of the Committee or failing this, his/her 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 work and its responsibilities.

## **Amendment**

29. Subject to the compliance with the articles of association of the Company and the Listing Rules, any amendment to these terms of reference shall be authorized by the Board.

## **Publication**

30. The Committee shall make available these terms of reference by publishing them on the websites of The Stock Exchange of Hong Kong Limited and the Company.

(If there is any inconsistency between the English and Chinese version of these terms of reference, the English version shall prevail.)