

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

### **1. Membership**

- 1.1 Members of the Nomination Committee (the "Committee") shall be appointed by the Board of Directors (the "Board") of the Company and shall be made up of at least three members who are directors of the Company.
- 1.2 The majority of the Committee members shall be independent non-executive directors.
- 1.3 The Committee Chairman shall be appointed by the Board and shall be an independent non-executive director. In the absence of the Committee Chairman, the remaining members present shall elect one of themselves to chair the meeting.

### **2. Secretary**

- 2.1 The company secretary or his nominee shall act as the secretary of the Committee.

### **3. Quorum**

- 3.1 A quorum shall be two members.

### **4. Frequency of Meetings**

- 4.1 The Committee shall meet before the holding of an annual general meeting where appointment of directors will be considered. Additional meetings shall be held as the work of the Committee demands.
- 4.2 The Committee Chairman may convene additional meetings at his/her discretion.

### **5. Minutes of Meetings**

- 5.1 The secretary shall minute the proceedings and resolutions of all meetings of the Committee.
- 5.2 The secretary shall circulate the minutes of meetings to all members of Committee and once agreed by the Committee Chairman, to all members of the Board.
- 5.3 A resolution in writing signed by all the members of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.

### **6. Duties**

The duties of the Committee shall be:-

- 6.1 To review the structure, size and composition (including the skills, knowledge and experience) 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 Diversity of Board Members Policy, as appropriate, and review the measurable objectives that the Board has set for implementing the Diversity of Board Members Policy, and the progress of achieving the objectives; and
- 6.6 To conform to any requirement, direction and regulation that may from time to time be prescribed by the Board or imposed by legislation.

**7. Reporting Responsibilities**

- 7.1 The Committee should report to the Board on a regular basis. At the next meeting of the Board following a meeting of the Committee, the Committee Chairman shall report to the Board on the findings and recommendations of the Committee.

*(Updated on 30 December 2013)*