



## **Q TECHNOLOGY (GROUP) COMPANY LIMITED**

**丘鈇科技（集團）有限公司**

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

**(Stock Code: 1478)**

### **TERMS OF REFERENCE FOR NOMINATION COMMITTEE**

(Amended by the Board on 26 February 2019)

#### **1. Formation**

- 1.1 The nomination committee (the “**Committee**”) was formed pursuant to the board resolution of Q Technology (Group) Company Limited (the “**Company**”) passed on 13 November 2014.

#### **2. Members**

- 2.1 The Committee should be established by the board of directors of the Company (the “**Board**”). It should comprise a majority of independent non-executive directors.
- 2.2 The Committee must be chaired by the chairman or chairlady of the Board or an independent non-executive director within the Committee and appointed by the Board.
- 2.3 The terms of appointment to Committee members are determined by the Board on the appointment date.

#### **3. Secretary of the Committee**

- 3.1 The company secretary or any joint company secretary of the Company or his/her delegate shall act as the secretary of the Committee, and the Committee may from time to time appoint any other person with appropriate qualification and experience to act as the secretary of the Committee.

#### **4. Meeting**

- 4.1 Any member of the Committee can call for a meeting anytime when it is necessary.
- 4.2 Notice of at least 14 days should be given for any meeting, unless such notification is waived by all members of the Committee. Notwithstanding the notification period, the attendance of the member of the Committee at the meeting would be deemed as the waiver of the required notification requirement. If a follow up meeting takes place within 14 days after the meeting, then no notification is required for such follow up meeting.

- 4.3 The quorum necessary for the transaction of business of the Committee shall be two members of the Committee, one of whom must be an independent non-executive director.
- 4.4 Meeting can be attended in person or via electronic means including telephone or videoconferencing. The members of the Committee can attend the meeting via telephone or any similar communication device (all persons attending such meeting should be able to hear from such member via such communication device).
- 4.5 Resolutions of the Committee shall be passed by more than half of the Committee members.
- 4.6 The resolution passed and signed by all members of the Committee is valid, and the validity is same as any resolution passed in the meeting held.
- 4.7 Full minutes of the Committee meeting should be kept by a duly appointed secretary of the 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.
- 4.8 Upon the invitation from the Committee, the chairman or chairlady of the Board (if he/she is not a Committee member) and/or the general manager or chief executive officer, external advisor and the other persons can be invited to attend all or part of any meeting.
- 4.9 Only the members of the Committee can vote in the meeting.

## **5. Annual General Meeting**

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

## **6. Duties and Powers**

The Committee shall have the following duties and powers:

- 6.1 review the structure, size and composition (including the skills, knowledge, experience, length of service 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 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 assess the independence of independent non-executive directors;
- 6.4 make recommendations to the Board on the appointment or re-appointment of directors and succession planning for directors in particular the chairman or chairlady of the Board and the chief executive;

- 6.5 develop and 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 make disclosure of the summary of the Board Diversity Policy and its progress and its review results in the Corporate Governance Report of the Company annually;
- 6.6 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:
- 6.6.1 the process used for identifying the individual, why they believe the individual should be elected and the reasons why they consider the individual to be independent.
- 6.6.2 if the proposed independent non-executive directors 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;
- 6.6.3 the perspectives, skills and experience that the individual can bring to the Board; and
- 6.6.4 how the individual contributes to diversity of the Board.
- 6.7 consider other topics as defined by the Board.

## **7. Reporting**

- 7.1 The Committee shall report to the Board after each of its meetings.

## **8. Authorisation**

- 8.1 The Committee is authorised by the Board to request from employees of the Company to provide any information within the scope of its duties, and all employees are directed to co-operate with any request made by the Committee.
- 8.2 The 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 and knowledge to attend the meeting if necessary, to perform its responsibilities as a member of the Committee.

*Remark:* The independent professional advice can be sought via the chief financial officer or the company secretary/a joint company secretary.

- 8.3 The Committee should be provided with sufficient resources to perform its duties.