



**KAM HING INTERNATIONAL HOLDINGS LIMITED**

**錦興國際控股有限公司**

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

**(Stock Code: 02307)**

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## **NOMINATION COMMITTEE TERMS OF REFERENCE**

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### **Constitution**

1. The board of directors (the “**Board**”) of Kam Hing International Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**”) resolved to establish a committee of the Board to be known as the Nomination Committee (the “**Committee**”) on 16 September 2005.

### **Membership**

2. The members of the Committee shall be appointed by the Board from amongst the directors of the Company and the Committee shall consist of not less than three members, the majority of which shall be independent non-executive directors, with at least one member of a different gender.
3. The chairman of the Committee shall be the chairman of the Board or an independent non-executive director and appointed by the Board.

### **Secretary of Committee**

4. An appropriate officer of the Company appointed by the Board shall be the secretary of the Committee.

### **Attendance at meetings**

5. A quorum shall be 3 members (two of which must be the independent non-executive directors). Other Board members, apart from the Committee members, have the right to attend any Committee meetings, though they shall not be counted in the quorum.

## **Frequency of meetings**

6. The Committee members may call any meetings at any time when necessary or desirable.

## **Authority**

7. The Committee is authorised by the Board to seek any necessary information which is within the Committee's scope of duties from the employees of the Group.
8. The Committee is authorised by the Board to obtain outside, at the Company's expense, independent professional advice, and to secure the attendance of outsiders with relevant experience and expertise if it considers necessary or desirable.

## **Duties**

9. The duties of the Committee shall include, but shall not be limited to the following:
  - (a) To review the structure, size, diversity and composition of the Board (including gender, age, cultural and educational background, skills, professional qualifications, knowledge and experience) at least annually, assist the Board in maintaining a Board skills matrix, and make recommendations to the Board regarding any proposed changes to complement the Company's corporate strategy;
  - (b) 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 with due regard for the benefits of diversity on the Board;
  - (c) To make recommendations to the Board on the appointment or re-appointment of directors of the Company and succession planning for directors of the Company in particular the chairman and the chief executive officer of the Company;
  - (d) To support the Company's regular evaluation of the Board's performance;
  - (e) To review and assess regularly each Director's time commitment and contribution to the Board as well as the Director's ability to discharge his or her responsibilities effectively;
  - (f) To assess the independence of independent non-executive directors of the Company;
  - (g) Where the Board proposes a resolution to elect an individual as an independent non-executive director of the Company at a general meeting of the Company, the Committee 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 the reasons why the Board believes the individual should be elected and why the Board considers the individual to be independent; (ii) if the proposed independent

non-executive director will be holding his/her seventh (or more) listed company directorship, why the Board believes that 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 the diversity of the Board;

- (h) To review the implementation and effectiveness of the policy on Board diversity including the measurable objectives that the Board has set and the progress on achieving the objectives, and to make disclosure of a summary of such policy and the review results of the Board in the Corporate Governance Report of the Company annually;
- (i) To conform to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the constitution of the Company or imposed by legislation or the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited; and
- (j) To implement, review and disclose the policy for nomination of directors (the “**Nomination Policy**”), as appropriate, in the Corporate Governance Report of the Company annually. The Nomination Policy shall set out, inter alia, the nomination procedures and the process and criteria to select and recommend candidates for directorship.

### **Reporting procedures**

10. The Nomination Committee shall report to the Board on a regular basis. At the next meeting of the Board following a meeting of the Committee, the chairman of the Committee shall report the findings and recommendations of the Committee to the Board.

*Amended and restated on 9 June 2025.*