

**KWONG LUEN ENGINEERING HOLDINGS LIMITED**  
**(廣聯工程控股有限公司)**  
(the “**Company**”)  
*(incorporated in the Cayman Islands as an exempted company with limited liability)*  
**(Stock Code: 1413)**

**THE NOMINATION COMMITTEE**  
**TERMS OF REFERENCE**

**ADOPTED BY THE BOARD ON 19 FEBRUARY 2021**

These terms of reference of the nomination committee of the Company (the “**Committee**”) have been prepared based on the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**” and the “**Exchange**” respectively).

**Members**

1. The Committee members must be appointed by the board of directors of the Company (the “**Director(s)**” or “**Board**”) and shall consist of not less than three members. The majority of the members must be independent non-executive Directors (the “**INED(s)**”).
2. Chairman of the Committee shall be appointed by the Board and must be the Chairman of the Board or an INED.
3. Subject to Rules 1 and 2 above, the Board may, from time to time, at their discretion, change the composition of the members of the Committee.

**Secretary**

4. The Committee may appoint the company secretary of the Company or any other person with appropriate qualification and experience as the secretary of the Committee. Full minutes of the meetings should be kept by the secretary.

**Frequency and proceedings of meetings**

5. The Committee shall meet at least once a year. Additional meetings should be held as and when the work of the Committee demands.
6. The quorum of a meeting shall be two members of the Committee.
7. The Committee members could attend the meetings in person, by telephone or by video conference.

8. Resolutions of the Committee shall be passed by more than half of the members of the Committee.
9. 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.
10. Unless otherwise stated herein, proceedings of meeting of the Committee shall be governed by the relevant provisions of the Articles of Association (as amended from time to time).

#### **Authority**

11. All members of the Committee can have access to the advice and services of the secretary who is responsible to the Committee for ensuring that procedures of the Committee, and all applicable rules and regulations, are followed.
12. The Committee shall be provided with sufficient resources to perform its duties and may seek independent professional advice in appropriate circumstances at the Company's expenses to perform its duties.
13. The Committee is authorised by the Board to investigate any activity within its terms of reference and seek any necessary information which is within its scope of duties from the employees of the Company and its subsidiaries (including members of the Board).

#### **Duties**

14. Main duties of the Committee should include:–
  - (a) to develop, review and implement, as appropriate, the nomination policy for the Board's consideration and approval; and to make disclosure of such policy or summary of such policy in the Corporate Governance Report of the Company annually;
  - (b) to review the structure, size and composition (including the skills, knowledge and experience) and diversity (including but not limited to gender, age, cultural and educational background or professional experience) of the Board at least annually and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;
  - (c) 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;
  - (d) to assess the independence of INEDs;

- (e) 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 Officer of the Company; and
- (f) where the Board proposes a resolution to elect an individual as an INED at the general meeting, the Committee should set out in the circular to shareholders and/or explanatory statement accompanying the notice of the relevant general meeting:
  - the process used for identifying the candidate and why the Board believes the candidate should be elected and the reasons why it considers the candidate to be independent;
  - if the proposed INED will hold their seventh (or more) listed company directorship, the reason the board believes the candidate would still be able to devote sufficient time to the Board;
  - the perspectives, skills and experience that the candidate can bring to the Board; and
  - how the candidate can contribute to the diversity of the Board.

### **Reporting Procedures**

15. The Committee should report to the Board, identifying any matters in respect of which it considers that action or improvement is needed, and making recommendations as to the steps to be taken.
16. Full minutes and written resolutions should be kept by the secretary of the Committee and shall be open for inspection at any reasonable time on reasonable notice by any Director. The secretary of the Committee shall keep record of all meetings of the Committee held during each financial year of the Company and records of individual attendance of members of the Committee, on a named basis, at meetings held during that financial year. Draft and final versions of minutes of the meetings should be sent to all Committee members for their comments and records, within a reasonable time after the meeting. Written resolutions should be promptly sent to all Committee members for their records after the written resolutions are passed.
17. At the next meeting of the Board following a meeting of the Committee, the Chairman of the Committee shall report to the Board on the works and recommendations of the Committee since the last Board meeting (if any). At least once annually, the Committee should present a report in writing to the Board which addresses the work of the Committee during the year.

### **Others**

18. The Committee should make available its terms of reference, explaining its role and the authority delegated to it by the Board by including them on the Exchange's website and the Company's website.
19. Any changes to the terms of reference shall be effective after they have been approved by the Board.

–End–

These terms of reference are prepared in English. In the event that there is any discrepancy or inconsistency between the English version and the Chinese version, the English version shall prevail.