

**TWINTEK INVESTMENT HOLDINGS LIMITED**  
**乙德投資控股有限公司**  
*(Incorporated in the Cayman Islands with limited liability)*  
(Stock Code: 6182)  
(the “**Company**” and together with its subsidiaries, the “**Group**”)

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

Revised and approved by the board (the “Board”) of directors (the “Directors”) of the Company on 27 December 2018.

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 “Exchange”).

**Composition**

1. The Committee is established by the Board (the “Board”) according to the articles of association of the Company (the “Articles of Association”) and the establishment would be effective from the date on which the shares of the Company are listed on the Exchange.

**Members**

2. The Committee members must be appointed by the Board and shall consist of not less than three members. The majority of the members must be independent non-executive Directors (the “INEDs”).
3. Chairman of the Committee shall be appointed by the Board and must be the Chairman of the Board or an INED.

**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.

### **Duties**

13. Main duties of the Committee should include: -
  - (a) 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;
  - (b) to develop and review the board diversity policy (the "Board Diversity Policy"), in particular, the measurable objectives that the Board has set for implementing the Board Diversity Policy, and the progress on achieving the objectives;
  - (c) to develop and review, as appropriate, the policy for the nomination of Directors ("Nomination Policy"). The Nomination Policy shall set out, inter alia, the nomination procedures and process and criteria to select and recommend candidates for directorship;
  - (d) 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;
  - (e) to assess the independence of INEDs;

- (f) 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; and
- (g) 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:
  - i. the process used for identifying the individual and why the board believes the individual should be elected and the reasons why it considers the individual to be independent;
  - ii. if the proposed independent non-executive director 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;
  - iii. the perspectives, skills and experience that the individual can bring to the board; and
  - iv. how the individual contributes to diversity of the board.

### **Reporting Procedures**

- 14. 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.
- 15. Full minutes and written resolutions should be kept by the secretary of the Committee. 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.
- 16. 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**

- 17. The Committee members should give the Board and Committee on which they serve the benefit of their skills, expertise and varied backgrounds and qualifications through

regular attendance and active participation. Generally, they should also attend general meetings to gain and develop a balanced understanding of the views of shareholders.

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.

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