

CHINA SANJIANG FINE CHEMICALS COMPANY LIMITED
中国三江精细化工有限公司

董事会审核委员会职权范围
Terms of reference of
the Nomination Committee of the Board of Directors

CHINA SANJIANG FINE CHEMICALS COMPANY LIMITED
中国三江精细化工有限公司
(the “Company” and “本公司”)

**Terms of reference of the Nomination Committee (“Committee”)
of the Board of Directors (“Board”) of the Company**
本公司董事会(“董事会”)提名委员会(“委员会”)
权责范围及程序

(中文本为翻译稿，仅供参考用)

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| 1. <u>Constitution</u> | <u>组成</u> |
| 1.1 The Committee is established pursuant to a resolution passed by the Board at its meeting held on 12 March 2012. | 本委员会是按本公司董事会于 2012 年 3 月 12 日会议通过成立的。 |
| 2. <u>Membership</u> | <u>成员</u> |
| 2.1 Members of the Committee shall be appointed by the Board from amongst the directors of the Company (the “ Directors ”) and shall consist of not less than three members and a majority of whom shall be independent non-executive directors. | 委员会成员由董事会从董事(“ 董事 ”)中挑选，委员会人数最少三名，而大部份之成员须为本公司的独立非执行董事。 |
| 2.2 The Chairman of the Committee shall be appointed by the Board and shall be the chairman of the Board or an independent non-executive director. | 委员会主席由董事会委任及必须由董事会主席或独立非执行董事担任。 |
| 2.3 The company secretary of the Company shall be the secretary of the Committee. In the absence of the secretary of the Committee, Committee members present at the meeting may elect among themselves or appoint another person as the secretary for that meeting. | 本公司的公司秘书为委员会的秘书。如委员会秘书缺席，出席的委员会将在他们当中选出秘书或委任其他人担任秘书。 |
| 2.4 The appointment of the members of the Committee may be revoked, or additional members may be appointed to the Committee by separate resolutions passed by the Board and by the Committee. An appointment of Committee member shall be automatically revoked if such member ceases to be a member of the Board. | 经董事会及委员会分别通过决议，方可委任额外或罢免委员会成员。如该委员会成员不再是董事会的成员，该委员会成员的任命将自动撤销。 |

3. Proceedings of the Committee

会议程序

3.1 Notice:

会议通知:

- (a) Unless otherwise agreed by all the Committee members, a meeting shall be called by at least seven days' notice. Irrespective of the length of notice being given, attendance of a Committee member at a meeting constitutes a waiver of such notice unless the Committee member attending the meeting attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business on the grounds that the meeting has not been properly convened.

除非委员会全体成员同意，委员会的会议通知期，不应少于七天。不论通知期长短，委员会成员出席会议将构成放弃该通知，除非出席会议的委员会成员在会议开始之时，以会议还没有得到正确的召开为理由为目的，出席以表达反对会议处理任何事项。

(Regular meetings should be called by, at least 14 days' notice: cf: paragraph A.1.3 of Appendix 14 to the Rules Governing the Listing of Securities ("**Listing Rules**") on The Stock Exchange of Hong Kong Limited ("**Stock Exchange**"))

(根据香港联合交易所有限公司证券 ("**联交所**") 上市规则 ("**上市规则**") 附录十四第 A1.3 段的规定，召开委员会定期会议应发出至少 14 天通知)

- (b) A Committee member may and, on the request of a Committee member, the secretary to the Committee shall, at any time summon a Committee meeting. Notice shall be given to each Committee member in person orally or in writing or by telephone or by email or by facsimile transmission at the telephone or facsimile or address or email address from time to time notified to the secretary by such Committee member or in such other manner as the Committee members may from time to time determine.

任何委员会成员或委员会秘书（应委员会成员的请求时）可于任何时候召集委员会会议。召开会议通告必须亲身以口头或以书面形式、或以电话、电子邮件、传真或其他委员会成员不时议定的方式发出予各委员会成员（以该成员不时通知秘书的电话号码、传真号码、地址或电子邮箱地址为准）。

- (c) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.

口头会议通知应尽快（及在会议召开前）以书面方式确实。

- (d) Notice of meeting shall state the purpose, time and place of the meeting and shall be accompanied by an agenda together with other documents which may be required to be considered by the members of the Committee for the purposes of the meeting. In respect of regular meetings of the Committee to be held as mentioned in clause 3.3 below, and so far as practicable for all other meetings of the Committee, the agenda and accompanying papers shall be sent in full to all the members of the Committee in a timely manner and at least 3 days before the intended date of the meeting of the Committee (or such other period as all the Committee members may agree).
- 3.2 Quorum: The quorum of the Committee meeting shall be two members of the Committee and a majority of which shall be the independent non-executive directors.
- 3.3 Frequency: Meetings shall be held at least once every year or more frequently if circumstances require to review, formulate and consider the nomination procedures as regards the appointment, reappointment and removal of Directors, their implementation during the year, to make recommendations to the Board on candidates for appointment as Directors and to review the policy on Board diversity and any measurable objectives for implementing such policy from time to time adopted by the Board, and progress on achieving these objectives.
- 4. Written resolutions**
- 4.1 Written resolutions may be passed by all Committee members in writing.
- 5. Alternate Committee members**
- 5.1 A Committee member may not appoint any alternate.
- 6. Authority of the Committee**
- 6.1 The Committee may exercise the following powers:
- 会议通告必须说明开会目的、开会时间、地点、议程及随附有关文件予各成员参阅。第 3.3 条所述委员会定期会议的议程及有关文件应全部及时送交委员会全体成员，并至少在计划举行委员会会议日期的最少三天前（或经委员会全体成员协定的其它时间内）送出。委员会其它所有会议在切实可行的情况下亦应采纳以上安排。
- 法定人数：会议法定人数为两位成员，而大部份出席的成员须为独立非执行董事。
- 次数：每年最少开会一次，如有需要，可召开多次会议以厘定、检讨及考虑本公司就董事委任、重新委任及罢免的提名程序、前述事项在有关年度的实施、向董事会提呈出任董事候选人的建议及检讨董事会不时所采纳的董事会成员多元化政策及为执行该政策而制定的任何可计量目标、以及该目标的达标进度。。
- 书面决议**
- 委员会成员可以书面决议方式通过任何决议，惟必须所有委员会成员同意。
- 委任代表**
- 委员会成员不能委任代表。
- 委员会的权力**
- 委员会可以行使以下权力：

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| (a) to seek any information it requires from any employee of the Company and its subsidiaries and any professional advisers in order to perform its duties, to require any of them to prepare and submit reports and to attend Committee meetings and to supply information and address the questions raised by the Committee; | 要求本公司及其任何附属公司的任何雇员及专业顾问，提供委员会为执行其职责而需要资料，并提交报告、出席委员会会议及提供所需资料及解答有关问题； |
| (b) to review the performance of the directors and the independence of independent non-executive directors in relation to their appointment or reappointment as directors; | 于董事的委任或重新委任，评审董事的表现及独立非执行董事的独立性； |
| (c) to obtain, at the Company's expenses, outside legal or other independent professional advice on or assistance to any matters within these terms of reference, including the advice of independent human resource consultancy firm or other independent professionals, and to secure the attendance of outsiders with relevant experience and expertise at its meetings if it considers this necessary. The Committee shall have full authority to commission any search (including without limitation litigation, bankruptcy and credit searches), report, survey or open recruitment which it deems necessary to help it fulfill its duties and should be provided with sufficient resources to discharge its duties; | 按照其职权范围就相关事项向外界寻求法律或其他独立专业意见(包括独立的人力资源顾问公司或其他独立专业人士)。如委员会认为有需要，可邀请具备相关经验及专业才能的外界人士出席委员会会议。委员会有权进行其认为适当的调查(包括但不限于诉讼、破产及信誉查册)、报告或或公开征募及取得充足资源以履行其职责。前述费用均由本公司承担； |
| (d) to review annually these terms of reference and their effectiveness in the discharge of its duties and to make recommendation to the Board any changes it considers necessary; and | 对本职权范围及履行其职权的有效性作每年一次的检讨并向董事会提出其认为须要的修订建议；及 |
| (e) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged. | 为使委员会能合理地执行本职权范围第七节所列的职责，其认为有需要及有益的权力。 |
| 6.2 The Committee should be provided with sufficient resources to discharge its duties. | 委员会应获提供充足资源以履行其职责。 |

7. **Duties**

委员会的责任

7.1 The duties of the Committee shall be:

委员会负责履行以下责任：

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| (a) to review the structure, size and composition (including the skills, knowledge, experience and diversity of perspective) of the Board at least annually ; | 至少每年检讨董事会的架构、人数及组成(包括技能、知识及经验方面及多樣的觀點與角度)； |
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| (b) to identify individuals suitably qualified to become members of the Board and may select individuals nominated for directorships; | 物色具备合适资格可担任董事的人士，并挑选被提名人士出任董事； |
| (c) to assess the independence of the independent non-executive directors; | 评核独立非执行董事的独立性； |
| (d) to make recommendations to the Board on: | 向董事会提呈下列事项的建议： |
| (i) the role, responsibilities, capabilities, skills, knowledge, experience and diversity of perspectives required from members of the Board; | 董事会成员所要求的作用、责任、能力、技术、知识、经验及多樣的觀點與角度； |
| (ii) the policy on the terms of employment of non-executive directors; | 委聘非执行董事的政策； |
| (iii) the composition of the audit committee, remuneration committee and other board committees of the Company; | 审核委员会、薪酬委员会及其他董事会委员会的组成； |
| (iv) proposed changes to the structure, size and composition (including the skills, knowledge and experience) of the Board to complement the Company's corporate strategy; | 配合本公司的策略，而拟对董事会的架构、人数及组成(包括技能、知识及经验方面)作出的变动； |
| (v) candidates suitably qualified to become members of the Board; | 具备合适资格担任董事的人士； |
| (vi) the selection of individuals nominated for directorship; | 挑选被提名人士出任董事； |
| (vii) the re-election by shareholders of the Company of any directors who are to retire by rotation having regard to their performance and ability to continue to contribute to the Board; | 轮流退任董事的重新委任，于此，须考虑其等的工作表现及对董事会继续作出贡献的能力； |
| (viii) the continuation (or not) in service of any independent non-executive director serving more than nine years and to provide recommendation to the shareholders of the Company as to how to vote in the resolution approving the re-election of such independent non-executive director; | 在任多于九年的独立非执行董事的去留问题，并就该等独立非执行董事的继续委任与否向本公司股东就审议有关决议案赞成与否提供建议； |
| (ix) the appointment or re-appointment of directors; | 委任或重新委任董事； |

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| (x) | succession planning for directors in particular the chairman and the chief executive; and | 董事继任计划的相关事宜(尤其是主席及行政总裁)；及 |
| (xi) | the policy concerning the diversity of Board members, and the measurable objectives for implementing such policy. | 董事會成員多元化的政策及為執行該政策而制定的任何可計量目標。 |
| (e) | to give full consideration to the following in the discharge of its duties as mentioned above or elsewhere in these terms of reference: | (e) 在履行上述責任或本職權範圍項下的其他責任，對下列各項給予充份考慮： |
| (i) | succession planning of Directors; | (i) 董事接替計劃； |
| (ii) | leadership needs of the Group with a view of maintaining or fostering the competitive edge of the Group over others; | (ii) 本集團為保持或加強本集團的競爭優勢所需要的領導才能； |
| (iii) | changes in market environment and commercial needs of the market in which the Group operates; | (iii) 市場環境的轉變及本集團營運市場的商業需要； |
| (iv) | the skills and expertise required from members of the Board; | (iv) 董事會成員所須具備的技能及專才； |
| (v) | the Board's policy concerning diversity of Board members adopted from time to time; and | (v) 董事會不時採納的董事會成員多元化政策；及 |
| (vi) | the relevant requirements of the Listing Rules with regard to directors of a listed issuer; | (vi) 上市規則對上市發行人的董事的相關要求； |
| (f) | in respect of any proposed service contracts to be entered into by any members of the Group with its director or proposed director, which require the prior approval of the shareholders of the Company at general meeting under rule 13.68 of the Listing Rules, to review and provide recommendations to the shareholders of the Company (other than shareholders who are directors with a material interest in the relevant service contracts and their respective associates) as to whether the terms of the service contracts are fair and reasonable and whether such service contracts are in the interests of the Company and the shareholders as a whole, and to advise shareholders on how to vote; | (f) 檢討及就所有按上市規則第 13.68 條須事先取得本公司股東批准的現董事或建議委任董事與集團成員的擬定服務合同，向本公司股東就該議定服務合同條款的公平及合理性、服務合同對本公司及整體股東而言是否有利及本公司股東應怎樣作表決，向本公司股東提呈建議； |

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| <p>(g) to ensure that on appointment to the Board, non-executive Directors receive a formal letter of appointment setting out what is expected of them in terms of time commitment, committee service and involvement outside meetings of the Board;</p> <p>(h) to conduct exit interviews with any Director upon their resignation in order to ascertain the reasons for his departure;</p> <p>(i) to review the policy on Board diversity and the measurable objectives for implementing such policy from time to time adopted by the Board, and to review the progress on achieving these objectives; and</p> <p>(j) to consider other matters, as defined or assigned by the Board from time to time.</p> | <p>(g) 確保每位被委任的非執行董事于被委任時均取得正式委任函件，當中須訂明對其等之要求，包括工作時間、董事會委員會服務要求及參與董事會會議以外的工作；</p> <p>(h) 會見辭去本公司董事職責的董事并瞭解其離職原因；</p> <p>(i) 檢討董事會不時採納的多元化政策及為執行政策而定的任何可計量目標，以及檢討該目標的達標進度；及</p> <p>(j) 考慮及執行董事會委派的其他事項。</p> |
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8. Minutes and records

- 8.1 Full minutes of the meetings of the Committee and all written resolutions of the Committee should be kept by the secretary of the Committee.
- 8.2 The secretary of the Committee shall circulate the draft and final versions of minutes of the meeting of the Committee or, as the case may be, written resolutions of the Committee to all members of the Committee for their comment and records respectively within a reasonable time after the meeting or before the passing of the written resolutions.
- 8.3 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.

9. Annual general meeting

- 9.1 The chairman of the Committee or in his absence, another member of the Committee or failing this, his duly appointed delegate, shall attend the annual general meeting of the Company and be prepared to answer questions at the annual general meeting on the Committee's activities and their responsibilities.

会议纪录

- 委员会的完整会议纪录及书面决议应由委员会秘书保存。
- 委员会秘书应于委员会会议结束后或书面决议签署前的合理时段内，把委员会会议纪录或书面决议（视乎情况而定）的初稿及最后定稿发送委员会全体成员（初稿供成员表达意见，最后定稿作其纪录之用）。
- 委员会秘书应就年内委员会所有会议纪录存档，以及具名纪录每名成员于委员会会议的出席率。

股东周年大会

- 委员会的主席，或在委员会主席缺席时由另一名委员（或如该名委员未能出席，则其适当委任的代表）应出席股东周年大会，并就委员会的活动及其职责在股东周年大会上回应问题。

10. Continuing application of the articles of association of the Company

本公司章程细则的持续适用

10.1 The articles of association of the Company regulating the meetings and proceedings of the directors so far as the same are applicable and are not replaced by the provisions in these terms of reference shall apply to the meetings and proceedings of the Committee.

就前文未有作出规范，但本公司章程细则作出了规范的董事会会议程序的规定，适用于委员会的会议程序。

11. Powers of the Board

董事会权力

11.1 The Board may, subject to compliance with the articles of association of the Company and the Listing Rules (including the Code on Corporate Governance Practices set out in Appendix 14 to the Listing Rules or if adopted by the Company, the Company's own code of corporate governance practices), amend, supplement and revoke these terms of reference and any resolution passed by the Committee provided that no amendments to and revocation of these terms of reference and the resolutions passed by the Committee shall invalidate any prior act and resolution of the Committee which would have been valid if such terms of reference or resolution had not been amended or revoked.

本职权范围所有规则及委员会通过的决议，可以由董事会在不违反公司章程及联交所上市规则的前提下(包括联交所上市规则之附录十四《企业管治常规守则》或公司自行制定的企业管治常规守则(如被采用))，随时修订、补充及废除，惟有关修订、补充及废除，并不影响任何在有关行动作出前，委员会已经通过的决议或已采取的行动的有效性。

12. Reporting procedure

汇报程序

12.1 The secretary of the Committee shall circulate the minutes of Committee meetings, reports of the Committee and relevant information to all directors of the Company unless there are legal or regulatory restrictions to do so.

除非有法律或法规限制，委员会秘书应将委员会会议记录、委员会的报告及有关资料向本公司所有董事传阅。

13. Publication of the terms of reference of the Committee

委员会职权范围的刊登

13.1 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 website of the Company and on the website of the Stock Exchange.

委员会应在本公司的网站及联交所的网站公开其职权范围，解释其角色及董事会转授予其的权力。

Adopted on 12 March 2012 and amended on 31 August 2013.
於 2012 年 3 月 12 日採納及于 2013 年 8 月 31 日修訂。