



婚宴專門店  
Wedding Banquet Specialist

## PALACE BANQUET HOLDINGS LIMITED

### 首豐控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(一家於開曼群島註冊成立的有限公司)

(Stock Code: 1703)

(股份代號：1703)

## Terms of Reference of the Nomination Committee

### 提名委員會實施細則

#### 1. Constitution 組成

The Nomination Committee (“**Committee**”) is established pursuant to a resolution passed by the board of directors (“**Board**”).

提名委員會(「**委員會**」)是按本公司董事會(「**董事會**」)通過的決議案成立的。

#### 2. Membership 成員

- 2.1 Members of the Committee shall be appointed by the Board from amongst the directors of the Company and shall consist of not less than three members, a majority of whom shall be independent non-executive directors of the Company.

委員會成員須由董事會從本公司的董事中委任。委員會最少由三名成員組成，大部份成員必須是本公司獨立非執行董事。

- 2.2 The Chairman of the Committee (the “**Chairman**”) shall be appointed by the Board and shall be the chairman of the Board or an independent non-executive director of the Company.

委員會的主席(「**主席**」)須由董事會任命，及必須為董事會主席或本公司的獨立非執行董事。

- 2.3 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.

董事會及委員會分別通過決議，方可對委員會的成員進行罷免或委任額外人士成為委員會成員。

- 2.4 The constitution of the Committee shall comply with the requirements of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) as amended from time to time.

委員會的組成應遵守經不時修訂的香港聯合交易所有限公司證券上市規則（「上市規則」）的要求。

### 3. Proceedings of the Committee 會議程序

#### 3.1 Notice of Meeting 會議通知

- (a) Unless otherwise agreed by all the Committee members, a meeting shall be convened by at least seven days’ notice.

除非委員會全體成員同意，委員會的會議通知期，不應少於七天。

- (b) A Committee member may at any time summon a Committee meeting.

任何一位委員會成員於任何時間均可召開委員會會議。

- (c) Notice shall be given to each Committee member in person orally or in writing or by telephone or by facsimile transmission or email at numbers or addresses from time to time notified to the secretary of the Company by such Committee member or in such other manner as the Committee members may from time to time determine.

會議通知可通過口頭形式、書面形式、或以電話、傳真或電郵方式按照委員會成員不時通知公司秘書的號碼和地址致委員會成員本人，或以委員會成員不時議定的方式發予委員會各成員。

- (d) Any notice given orally shall be followed by confirmation in writing before the meeting.

以口頭形式做出的通知，應在會議召開前以書面方式確認。

- (e) Notice of meeting shall state the 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. Such agenda and other documents should be sent in a timely manner and at least 3 days before the intended date of a meeting (or other period agreed by the Committee).

會議通知必須說明會議的時間、地點，並提供會議議程以及委員會成員參加會議所需審閱的其他文件。該會議議程以及其他文件應至少在計劃舉行會議日期的三天前（或委員會協議的其他時間內）送出。

3.2 The quorum of the Committee meeting shall be two members of the Committee.

委員會的會議法定出席人數為兩位委員會成員。

3.3 The Secretary of the Company shall act as the secretary of the Committee.

本公司秘書將成為委員會秘書。

3.4 Other Board members shall also have the right of attendance.

其他董事會成員均有權出席會議。

#### **4. Written resolutions**

##### **書面決議**

Written resolutions may be passed by all Committee members in writing. This provision is without prejudice to any requirement under the Listing Rules for a Board or Committee meeting to be held.

委員會成員可以以書面贊成方式通過書面決議，惟必須所有委員會成員同意。本條文不影響上市規則有關舉行董事會或委員會會議的要求。

#### **5. Alternate Committee members**

##### **委任代表**

Except for the situation as specified in clause 7(f) below, a Committee member may not appoint any alternate.

除下述第7(f)條所述情形之外，委員會成員不能委任代表。

#### **6. Authorities of the Committee**

##### **委員會的權力**

6.1 The Committee has the authority delegated to it from the Board to deal with the matters set out in clause 7 below.

委員會獲董事會授權處理下述第7條所述的事項。

6.2 The Committee shall be provided with sufficient resources to perform all of its duties. Where necessary, the Committee should seek independent professional advice, at the Company's expense, to perform its responsibilities.

委員會應獲給予充足資源以履行其職責。委員會履行職責時如有需要，應尋求獨立專業意見，費用由本公司支付。

## 7. Duties 職責

The duties of the Committee shall be:

委員會職責為：

- (a) to review the structure, size and diversity (including the skills, knowledge and experience, and other aspects of diversity as set out in the diversity policy of the Board as approved by the Board from time to time) of the Board at least annually and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;

至少每年檢討董事會的架構、人數及成員多元化(包括技能、知識及經驗方面，以及在以及董事會不時批准的董事會多元化政策中所載的其他多元化方面)，並就任何為配合本公司的策略而擬對董事會作出的變動提出建議；

- (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 by considering factors including perspective, skills and experience that the individual can bring to the Board, the contribution to diversity of the Board (as set out in the diversity policy of the Board as approved by the Board from time to time);

物色具備合適資格可擔任董事的人士，並挑選提名有關人士出任董事或就此向董事會提供意見，基於考慮的因素包括該人士可以為董事會帶來的觀點、技能和經驗，對董事會多元化的貢獻(由董事會不時批准的董事會多元化政策中所載)；

- (c) to assess the independence of independent non-executive directors of the Company in accordance with the provisions of the Listing Rules and other relevant laws, rules and regulations;

按照上市規則以及其他有關法律、法規和規則來評核本公司獨立非執行董事的獨立性；

- (d) 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, taking into account the Company's corporate strategy and the mix of skills, knowledge, experience and diversity needed in the future, together with the Board, as appropriate;

因應本公司的企業策略及日後需要的技能、知識、經驗及多元化組合，就本公司董事委任或重新委任以及本公司董事(尤其是主席及行政總裁)繼任計劃向董事會提出建議；

- (e) to review the board diversity policy, to develop and review measurable objectives for the implementing the board diversity policy and to monitor the progress on achieving these objectives;

審閱董事會的多元化政策、為執行董事會的多元化政策制定及檢討可計量目標和監測達標的進度；

- (f) to attend annual general meetings of the Company, and be available to answer questions at such annual general meetings.\* The chairman of the independent board committee (if any) should also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that requires independent shareholders' approval. The Company's management should ensure the external auditor attend the annual general meeting to answer questions about the conduct of the audit, the preparation and content of the auditor's report, the accounting policies and auditor independence.

*\*Note: the Chairman shall attend annual general meetings of the Company; and in the Chairman's absence, another member of the Committee or failing this, the Chairman's duly appointed delegate, shall attend.*

出席公司的股東周年大會，並須在股東周年大會中回答提問。\* 董事會轄下的獨立委員會(如有)的主席亦應在任何批准以下交易的股東大會上回應問題，即關連交易或任何其他須經獨立股東批准的交易。本公司的管理層應確保外聘核數師出席股東周年大會，回答有關審計工作，編製核數師報告及其內容，會計政策以及核數師的獨立性等問題。

*\*註：主席應出席本公司的股東周年大會；若主席未能出席，則另一名委員會成員(或如該名委員會成員未能出席，則主席適當委任的代表)應出席。*

## **8. Reporting procedures 報告程序**

- 8.1 Full minutes of Committee meeting (which should record in sufficient detail the matters considered and decisions reached, including any concerns raised by directors or dissenting views expressed) shall be kept by a duly-appointed secretary of the meeting and should be open for inspection at any reasonable time on reasonable notice by any director of the Company. The duly-appointed secretary of the meeting shall circulate the draft and final version of minutes of meeting to all members of the Committee for their comments and records respectively within a reasonable time after the meeting is held, and circulate the final version of minutes of meeting to all directors of the Company within a reasonable time after the meeting is held. The procedures set out in this clause 8.1 shall also apply to the written resolutions of the Committee as referred to in clause 4 above.

經正式委任的會議秘書應存備委員會的會議記錄其應對會議上所考慮事項及達致的決定作足夠詳細的記錄，其中應該包括董事提出的任何疑慮或表達的反對意見)，若有任何本公司董事發出合理通知，應公開有關會議記錄供其在任何合理的時段查閱。經正式委任的會議秘書應將會議記錄的初稿及最後定稿於會議後一段合理時間內先後發送委員會全體成員，初稿供成員表達意見，最後定稿作記錄之用，並在會議結束後的一段合理的時間內發送會議記錄的最後定稿予本公司的所有董事。本第8.1條所述的程序亦適用於上述第4條所述的委員會書面決議。

- 8.2 The Committee should report back to the Board on its decisions or recommendations unless there are legal or regulatory restrictions on its ability to do so (such as a restriction on disclosure due to regulatory requirements).

委員會應向董事會匯報其決定或建議，除非委員會受法律或監管限制所限而不能作出匯報（例如因監管規定而限制披露）。

## **9. Continuing application of the articles of association of the Company** 本公司章程的持續適用

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.

本公司章程作出的規範董事會會議程序的規定，如果也適用於委員會會議而且並未被本實施細則所取代，亦應適用於委員會的會議程序。

## **10. Powers of the Board** 董事會權利

The Board may, subject to compliance with the articles of association of the Company and the Listing Rules (including Appendix 14 (the Corporate Governance Code and Corporate Governance Report) to the Listing Rules), 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.

董事會在遵守本公司章程及上市規則（包括上市規則附錄十四《企業管治守則》及《企業管治報告》）的前提下，隨時修訂、補充及廢除本實施細則以及委員會已通過的任何決議，惟有關修訂、補充及廢除，並不影響任何在有關行動作出前委員會已經通過的決議或採取的行動的有效性。

## **11. Language** 語言

If there is any inconsistency between the English and Chinese versions of these terms of reference, English version shall prevail.

本實施細則的中、英文版如有歧異，應以英文版為準。

## **12. Effective Date** 生效日期

This term of reference shall take effect from 25 January 2019.

本實施細則由2019年1月25日起生效。

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