

BCI Group Holdings Limited

高門集團有限公司

(Incorporated in the Cayman Islands with limited liability)
(the “Company”)

TERMS OF REFERENCE

OF

THE NOMINATION COMMITTEE

OF THE BOARD OF DIRECTORS

(the “Committee”)

**Adopted pursuant to a resolution
passed by the board (“Board”)
of directors (“Directors”) of the Company
on 14 March 2017
and amended pursuant to
a resolution passed by Board on 4 January 2019**

1. MEMBERSHIP

- 1.1 Members of the Committee (“**Members**”, each a “**Member**”) shall be appointed by the Board from amongst the Directors only and shall consist of not less than three (3) Members.
- 1.2 The majority of the Members shall be independent non-executive Directors.
- 1.3 The chairman (the “**Chairman**”) of the Committee shall be appointed by the Board or elected among the Members and shall be the chairman of the Board or an independent non-executive Director.
- 1.4 The term of membership will be one year from the date of appointment subject to renewal and shall be governed by the provisions of the articles of association (the “**Articles**”) of the Company.
- 1.5 The appointment of the Members and secretary of the Committee (the “**Secretary**”) may be revoked, or additional Members may be appointed by separate resolutions passed by the Board and by the Committee. An appointment of the Member shall be automatically revoked if such Member ceases to be a Director.
- 1.6 The company secretary of the Company (the “**Company Secretary**”) or his or her nominee shall act as the Secretary.

2. SECRETARY

- 2.1 The company secretary of the Company (the “**Company Secretary**”) shall be secretary of the Committee. In the absence of the Company Secretary, his/her delegate(s) or any person elected by the Members present at the meeting of the Committee shall attend the meeting of the Audit Committee and take minutes.
- 2.2 Notwithstanding any other provisions in these terms of reference, the Committee may from time to time appoint any other person with appropriate qualification and experience as the secretary of the Committee.

3. PROCEEDINGS OF THE COMMITTEE

3.1 Notice

- (a) Unless otherwise agreed by all the Members, a regular meeting (the “**Meeting**”) of the Committee shall be called by at least fourteen (14) days’ notice.

(b) A Member may, and at the request of a Member, the Secretary shall, at any time summon a Meeting. Notice shall be given to each Member at least fourteen (14) days before the date of the regular meeting orally in person or in writing or by telephone or by telex or telegram or facsimile transmission or electronic mail at the telephone number or facsimile number or address or email address from time to time notified to the Secretary by such Member or by such other means as the Members may from time to time determine. Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting. For all other meetings of the Committee, reasonable notice shall be given.

(c) Notice of Meeting shall state the purpose, time and place of the Meeting. An agenda together with other documents which may be required to be considered by the Members for the purposes of the Meeting should generally be delivered to the Members and other invited attendees with the Notice of Meeting and in any event not less than three (3) days before the intended date of the Meeting (or such other period as all the Members may agree).

3.2 Mode of Meeting

Meeting could be held in person, by telephone or by video conference. Members may participate in a meeting by telephone or through other electric means of communication provided that all persons participating in the meeting are able of hearing each other.

3.3 Quorum

The quorum of the Meeting shall be constituted by two (2) Members, one of which should be an independent non-executive Director.

3.4 Frequency of Meetings

(a) The Committee shall meet before the holding of an annual general meeting of the Company where appointment of directors will be considered.

(b) Additional Meetings shall be held as the work of the Committee demands or as convened by any Members at his or her discretion.

(c) Proceedings of Meetings of the Committee shall be governed by the Articles.

3.5 Voting

Resolutions of the Committee at any Meeting shall be passed by a majority of votes of the Members present.

3.6 Others

Meetings could be held in person, by telephone or by video conference. Members may participate in a Meeting by means of a conference telephone or similar communication equipment by means of which all persons participating in the Meeting are capable of hearing each other.

The other Directors, company secretary of the Company or his or her nominee(s), human resources officer and relevant senior management and persons(s) invited by a Committee member may attend meetings of the Committee from time to time where the Committee considers their presence necessary or appropriate to assist the Committee to perform its duties.

4. WRITTEN RESOLUTIONS

A resolution in writing signed by all Members shall be as valid and effectual as if it had been passed and adopted by all members of the Committee at a Meeting and may consist of several documents in like form each signed by one or more of the Members. Such resolution may be signed and circulated by fax or other electric communications. This provision is without prejudice to any requirement under the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the “**GEM Listing Rules**”) for a Board or Committee meeting to be held.

5. ALTERNATE MEMBERS

No alternate Members can be appointed.

6. AUTHORITY

The responsibilities and authorities of the Committee shall include such responsibilities and authorities set out in the relevant code provisions of the Corporate Governance Code (the “**CG Code**”) as contained in Appendix 15 to the GEM Listing Rules (as amended from time to time).

The Committee is authorised by the Board:

- (a) to seek any information it requires from any employee of the Company and its subsidiaries (together, the “**Group**”) 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;
- (b) to review the performance of the Directors and the independence of independent non-executive Directors in relation to their appointment or re-appointment as Directors;

- (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, as it considers necessary and to secure the attendance of outsiders with relevant experience and expertise at its meetings if it considers this necessary;
- (d) to commission any search (including without limitation litigation, bankruptcy and credit searches), report, survey or open recruitment, at the Company's expenses, which it deems necessary to help it fulfill its duties and should be provided with sufficient resources to discharge its duties;
- (e) to obtain sufficient resources from the Company to perform its duties;
- (f) 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;
- (g) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged; and
- (h) to have access to the advice and services of the Company Secretary, and separate and independent access to the Company's senior management for obtaining necessary information.

7. DUTIES

Without prejudice to any requirement under the GC Code, the duties of the Committee shall include, without limitation:

- (a) to formulate nomination policy for consideration of the Board and implement the nomination policy laid down by the Board;
- (b) without prejudice to the generality of foregoing:
 - (i) 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;
 - (ii) 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;
 - (iii) to assess the independence of independent non-executive Directors;

- (iv) 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;
 - (v) to determine the policy for the nomination of Directors;
 - (vi) to adopt nomination procedures, process and criteria to select and recommend candidates for directorship and to review periodically and to disclose in the corporate governance report annually. The Committee should ensure that the selection process is transparent and fair, and that it considers a broad range of candidates who are outside the Board's circle of contracts and in accordance with the Company's diversity policy;
 - (vii) to do any such things to enable to the Committee to discharge its powers and functions conferred on it by the Board;
 - (viii) to conform to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the Memorandum of Association and the Articles or imposed by legislation and the GEM Listing Rules; and
 - (ix) to review annually the time commitment required of Directors and to evaluate whether Directors have adequate time to discharge their responsibility;
- (c) 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, 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;
- (d) to review the policy concerning diversity of the Board 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 shall disclose the policy on diversity or a summary of the policy in the corporate governance report annually;
- (e) Where the Board proposes a resolution to elect an individual as an independent non-executive Director at the general meeting, it should set out in the circular to shareholders and / or explanatory statement accompanying the notice of the relevant

general meeting:

1. 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;
2. 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;
3. the perspectives, skills and experience that the individual can bring to the Board; and
4. how the individual contributes to diversity of the Board.

(f) to consider other topics, as defined by the Board.

8. NOMINATION AND APPOINTMENT OF DIRECTORS

8.1 Selection criteria for Directors

In assessing and selecting candidates for Directors, factors that the Committee should consider include, but not limited to, the candidate's character and integrity, professional skills and experience, and the potential contributions a candidate can bring to the Board in terms of diversity of gender, age, culture and educational background etc., whether the candidate meets the required independence criteria, whether the candidate is willing and able to devote sufficient time to fulfill the duties of being a director and a Member under the Board; whether the candidate is suitable for the Company's actual situation, and other factors in relation to the Company's business model etc.

8.2 Nomination and appointment procedures for Directors

After the Committee receives the proposal to appoint a new Director or the nomination from a shareholder, the Committee shall evaluate the candidate's eligibility to serve as a Director based on the above criteria in combination with his / her personal profile. If multiple candidates are involved, the Committee shall prioritize them according to the Company's needs and candidates' respective qualification. In the case of the re- appointment of a Director at the general meeting, the Committee shall review the overall contribution of the Directors and their services, their participation and performance within the Board, and whether such Director still meets the above criteria.

9. REPORTING PROCEDURES

9.1 The Committee shall report to the Board on a regular basis unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements). In particular, the Committee shall report to the Board their findings and recommendations.

9.2 Full minutes of the Meetings should be kept by the Secretary, and shall be available for inspection by any member of the Committee or the Board at any reasonable time on reasonable notice. Draft and final versions of minutes of Meetings shall be circulated to all Members for their comment and records within a reasonable period of time after each Meeting. The Secretary shall circulate draft and final versions of the minutes of Meetings and all written resolutions of the Committee to all members of the Board, keeping the Board informed of the Committee's activities, decisions and recommendations on regular basis. The Secretary shall keep record of all Meetings held during each financial year of the Company and records of individual attendance of members of the Committee, on a named basis, at meeting held during that financial year.

9.3 Reports to the Board and minutes of the Committee should be approved by the Committee before submitting to the Board.

10. ANNUAL GENERAL MEETING

The Chairman or in his absence, another Member or failing this, his duly appointed delegate, shall attend the Company's annual general meeting and be prepared to respond to questions raised by shareholders on the Committee's activities and responsibilities.

11. CONTINUING APPLICATIONS OF THE ARTICLES

The Articles regulating the meetings and proceedings of the Directors so far as the same are applicable and not inconsistent with the provisions herein shall apply, mutatis mutandis, to regulate the Meetings and proceedings of the Committee.

12. AVAILABILITY AND UPDATE OF THE TERMS OF REFERENCE

12.1 These terms of reference shall be updated and revised as and when necessary in light of changes in circumstances and changes in regulatory requirements (e.g. the GEM Listing Rules) in Hong Kong. These terms of reference shall be made available to the public by including them on The Stock Exchange of Hong Kong Limited's website and the Company's website.

12.2 The Board may, subject to compliance with the Articles and the GEM Listing Rules (including the Corporate Governance Code set out in Appendix 15 to the GEM 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 or resolution of the Committee which would have been valid if such terms of reference or resolution had not been amended or revoked.

The Chinese version is for reference only, and the English version shall prevail in case of any inconsistency between the English version and the Chinese translation thereof.