

**China XLX Fertiliser Ltd.**  
(the “Company”)  
(Incorporated in Singapore with limited liability)  
**中國心連心化肥有限公司\***  
(「本公司」)  
(於新加坡註冊成立的有限公司)

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**TERMS OF REFERENCE FOR THE NOMINATION COMMITTEE**

(Effective from 1 January 2016)

**提名委員會的職權範圍**

(自 2016 年 1 月 1 日起生效)

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**1. MEMBERSHIP 成員**

- 1.1 Members of the Nomination Committee shall be appointed by the board of directors (the “**Board**”) of the Company.  
提名委員會的成員須由本公司董事會（「**董事會**」）委任。
- 1.2 The majority of the members of the Nomination Committee shall be independent non-executive directors.  
提名委員會的大部份成員須為獨立非執行董事。

**2 CHAIRMAN 主席**

- 2.1 The chairman of the Nomination Committee shall be appointed by the Board and shall either be the chairman of the Board or an independent non-executive director.  
提名委員會的主席須由董事會委任，並須由董事會主席或獨立非執行董事擔任。

**3 SECRETARY 秘書**

- 3.1 The secretary of the Company (the “**Company Secretary**”) shall be the secretary of the Nomination Committee. The Company Secretary or, in his/her absence, his/her delegate(s) or any person elected by the members present at the meeting of the Nomination Committee, shall attend the meeting of the Nomination Committee and take minutes.  
提名委員會的秘書將由本公司秘書（「**公司秘書**」）出任。公司秘書（若其未能出席，則其委派的代表或由提名委員會在會議上委任的人士）應出席提名委員會會議及為會議作記錄。

\* For identification purpose only 僅供識別

## **4 PROCEEDINGS OF THE NOMINATION COMMITTEE MEETINGS**

### **提名委員會會議的程序**

Unless otherwise specified hereunder, the provisions contained in the Company's Articles of Association (as amended from time to time) for regulating proceedings of directors' meetings shall apply to the meetings and proceedings of the Nomination Committee.

除下文另有指明外，載列於本公司的組織章程細則（不時作出修訂）有關規範董事會會議程序的條文，亦適用於提名委員會的會議及其程序。

#### **4.1 Quorum 法定人數**

4.1.1 The quorum for meetings of the Nomination Committee shall be any two members.  
提名委員會會議的開會法定人數為任何兩名成員。

4.1.2 The secretary of the Nomination Committee meeting shall ascertain, at the beginning of the meeting, the existence of any conflict of interest and minute them accordingly. The relevant member of the Nomination Committee shall not be counted towards the quorum and he/she must abstain from voting on any resolution of the Nomination Committee in which he/she or any of his/her close associates has a material interest.  
提名委員會的秘書在會議開始時應確定是否存在任何利益衝突，並作相應記錄。若有提名委員會成員或其任何緊密聯繫人於提名委員會會議上任何議案中佔有重大利益，有關成員不得計入出席會議的法定人數，並且必須放棄表決。

#### **4.2 Frequency of meetings 會議次數**

4.2.1 The Nomination Committee shall hold at least one regular meeting in a year. Additional meetings of the Nomination Committee may be held as and when required.  
提名委員會應每年召開至少一次定期會議。提名委員會亦可在有需要時召開額外會議。

#### **4.3 Attendance at meetings 出席會議**

4.3.1 Members of the Nomination Committee may attend meetings of the Nomination Committee either in person or through other electronic means of communication or in such other manner as the members may agree.  
提名委員會成員可親自出席提名委員會會議，或透過其他電子溝通方式或由成員協定的其他方式參與會議。

4.3.2 Where appropriate or required, the other directors, head of human resources, relevant senior management and persons(s) invited by a member of the Nomination Committee shall normally attend meetings of the Nomination Committee.  
在合適或需要的情況下，其他董事、人力資源部主管、相關高級管理人員及由提名委員會成員邀請的人士通常可出席提名委員會會議。

#### **4.4 Notice of meetings 會議通告**

- 4.4.1 A meeting of the Nomination Committee may be convened by any of its members or by the Company Secretary.  
提名委員會會議可由任何一位成員或公司秘書召開。
- 4.4.2 Unless otherwise agreed by all the members of the Nomination Committee, notice of at least 14 days shall be given for a regular meeting of the Nomination Committee. For all other meetings of the Nomination Committee, reasonable notice shall be given.  
除非提名委員會全體成員另作協議，否則提名委員會定期會議的通知應最遲在會議舉行日期前 14 天發出。至於其他提名委員會會議，應發出合理通知。
- 4.4.3 Agenda and accompanying supporting papers shall be sent, in full, to all members of the Nomination Committee and to other attendees as appropriate at least 3 days before the date of the meeting (or such other period as the members may agree).  
會議議程及全部相關文件應最遲在會議舉行日期前 3 天（或由成員協定的其他時限）送交提名委員會全體成員及（如適合）其他出席會議人士。

#### **4.5 Minutes of meetings 會議紀錄**

- 4.5.1 The secretary of the Nomination Committee meeting shall record in sufficient detail the matters considered and decisions reached by the Nomination Committee, including the names of those present and in attendance and any concerns raised by any member of the Nomination Committee and/or dissenting views expressed.  
提名委員會會議的秘書應對提名委員會在會議上所考慮事項及達致的決議作足夠詳細的記錄，其中應該包括出席會議人士的姓名和提名委員會成員提出的任何疑慮及/或表達的反對意見。
- 4.5.2 Draft and final versions of minutes of Nomination Committee meetings shall be sent to all Nomination Committee members for their comment and records respectively, within a reasonable time after the meeting.  
提名委員會會議紀錄的初稿及最後定稿應在會議後一段合理時間內發送予提名委員會全體成員，初稿供成員表達意見，最後定稿作其紀錄之用。
- 4.5.3 Minutes of meetings of the Nomination Committee shall be kept by the Company Secretary and shall be available for inspection by any member of the Nomination Committee or the Board at any reasonable time on reasonable notice.  
提名委員會的完整會議紀錄應由公司秘書保存，並應在任何提名委員會或董事會成員發出合理通知時，公開有關會議紀錄供其任何合理的時段查閱。

#### **4.6 Written resolutions 書面決議案**

- 4.6.1 Without prejudice to any requirement under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), written resolution may be passed and adopted by all members of the Nomination Committee.  
在不影響香港聯合交易所有限公司證券上市規則（「《**上市規則**》」）的任何規定下，提名委員會可在全體成員同意下通過及採納書面決議案。

## 5 RESPONSIBILITIES AND AUTHORITIES OF THE NOMINATION COMMITTEE 提名委員會的責任及職權

- 5.1 The responsibilities and authorities of the Nomination 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 14 to the Listing Rules (as amended from time to time).

提名委員會的責任及職權包括載列於《上市規則》附錄 14 之《企業管治守則》（「《企業管治守則》」）相關守則條文（不時作出修訂）內的責任及職權。

- 5.2 The Nomination Committee is authorized by the Board to investigate any activity within its terms of reference. It is authorized to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Nomination Committee.

董事會授權提名委員會按照其職權範圍進行任何調查。提名委員會有權向任何僱員索取任何所需資料，而所有僱員亦獲指示與提名委員會合作，以滿足其任何要求。

- 5.3 Without prejudice to any requirement under the CG Code, the duties of the Nomination Committee include the following:

在不影響《企業管治守則》的任何規定下，提名委員會的職責包括以下各項：

- (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.

至少每年檢討董事會的架構、人數及組成（包括技能、知識及經驗方面），並就任何為配合本公司的公司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.

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。

- (c) To assess the independence of independent non-executive directors.

評核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 and succession planning for directors, in particular the chairman of the Board and the chief executive.

就董事委任或重新委任以及董事（尤其是主席及行政總裁）繼任計劃向董事會提出建議。

- 5.4 The Nomination Committee shall be provided with sufficient resources to perform its duties and shall have access to independent professional advice, at the Company's expense, if necessary.

提名委員會應獲供給充足資源以履行其職責，及在有需要時可尋求獨立專業意見，費用由本公司支付。

- 5.5 All members of the Nomination Committee shall 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.

提名委員會的所有成員均可聯絡公司秘書尋求其意見及獲取其服務，成員亦可個別聯絡本公司的高級管理人員以獲取所需資料。

## **6 REPORTING RESPONSIBILITIES 匯報責任**

- 6.1 The Nomination Committee shall report back to the Board on their decisions or recommendations, unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements).

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

## **7 ANNUAL GENERAL MEETING 股東周年大會**

- 7.1 The chairman of the Nomination Committee or in his/her absence, another member of the Nomination Committee or failing this, his/her duly appointed delegate, shall attend the Annual General Meeting of the Company and be prepared to respond to questions at the Annual General Meeting on the Nomination Committee's work and responsibilities.

提名委員會主席應出席股東周年大會（若提名委員會主席未能出席，則提名委員會的另一名成員出席，或如該名成員未能出席，則其適當委任的代表出席），並於會上回答有關提名委員會的工作及責任的提問。

**Note:** *If there is any inconsistency between the English and Chinese versions of this Terms of Reference, the English version shall prevail.*

**註：** 如本職權範圍的英文及中文版本有任何差異，概以英文版本為準。