



**CHINA SANJIANG FINE CHEMICALS COMPANY LIMITED**

**中国三江精细化工有限公司**

**董事会提名委员会职权范围**

**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”)

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**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

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(中文本为翻译稿，仅供参考用)

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| <b>1.     <u>Constitution</u></b>  | <b>组成</b>  |
| 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。                          |
| <b>2.     <u>Membership</u></b>  | <b>成员</b>  |
| 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 and a majority of whom shall be independent non-executive directors.   | 委员会成员由董事会从董事中挑选，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).
- 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。
- 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.
- 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。
- 3.3 Frequency: Meetings shall be held at least once every year or more frequently if circumstances require.
- 次数：每年最少开会一次，如有需要，可召开多次会议。
- 4. Written resolutions**
- 书面决议**
- 4.1 Written resolutions may be passed by all Committee members in writing.
- 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。
- 5. Alternate Committee members**
- 委任代表**
- 5.1 A Committee member may not appoint any alternate.
- 委员会成员不能委任代表。
- 6. Authority of the Committee**
- 委员会的权力**
- 6.1 The Committee may exercise the following powers:
- 委员会可以行使以下权力：
- (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；

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| (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**

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| 7.1 The duties of the Committee shall be:   | 委员会负责履行以下责任：                      |
| (a) to review the structure, size and composition (including the skills, knowledge and experience) 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)； |
| (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；                    |

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| (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 and experience required from members of the Board;  | 董事会成员所要求的作用、责任、能力、技术、知识及经验;                                    |
| (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; and  | 委任或重新委任董事; 及   |
| (x) succession planning for directors in particular the chairman and the chief executive.   | 董事继任计划的相关事宜(尤其是主席及行政总裁)。                                       |

## 8. Minutes and records

## 会议纪要

- 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. 委员会的完整会议纪录及书面决议应由委员会秘书保存。
- 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. 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)。
- 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. 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。
9. **Annual general meeting** **股东周年大会**
- 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. 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.  
於 2012 年 3 月 12 日採納。