



BAMBOOS HEALTH CARE HOLDINGS LIMITED

百本醫護控股有限公司

(Incorporated in the Cayman Islands with limited liability)

董事會薪酬委員會職權範圍

**Terms of reference of the remuneration committee of
the Board of Directors**

BAMBOOS HEALTH CARE HOLDINGS LIMITED

百本醫護控股有限公司

(“Company” and “本公司”)

**Terms of reference of the Remuneration Committee (“Committee”)
of the Board of Directors (“Board”) of the Company**

董事會(“董事會”)薪酬委員會(“委員會”)

職權範圍

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| <p>1. <u>Membership, appointment and composition</u></p> | <p><u>成員、委任及組成</u></p> |
| <p>1.1 Membership, appointment and revocation: Members of the Committee shall be appointed and removed by the Board. An appointment of Committee member shall be automatically revoked if such member ceases to be a member of the Board.</p> | <p>成員、委任及罷免: 委員會的成員由董事會委任及罷免。如該委員會成員不再是董事會的成員，該委員會成員的任命將自動撤銷。</p> |
| <p>1.2 Composition:</p> <p>Members of the Committee shall:</p> <p>(1) be appointed from amongst members of the Board; and</p> <p>(2) consist of not less than three in number, a majority of whom should be independent non-executive directors of the Company.</p> | <p>組成:</p> <p>委員會的成員需:</p> <p>(1) 委任自本公司董事會成員；及</p> <p>(2) 最少有三名成員，當中大部分需為本公司的獨立非執行董事。</p> |
| <p>1.3 Chairman of the Committee: The Chairman of the Committee shall be appointed by the Board and shall be chaired by an independent non-executive director.</p> | <p>委員會主席: 委員會主席由董事會委任、並由獨立非執行董事出任。</p> |
| <p>1.4 Secretary of the Committee: 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.</p> | <p>委員會的秘書: 本公司的公司秘書為委員會的秘書。如委員會秘書缺席，出席委員會會議的委員會成員可在他們當中選出或委任其他人員作為擔任該會議的秘書。</p> |

2. Proceedings of the Committee

2.1 *Convening of meetings:*

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.

2.2 *Notice:*

- (1) Unless otherwise agreed by all the Committee members (either orally or in writing), 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.

(Note: Pursuant to paragraphs A.1.3 of Appendix 14 to the Listing Rules, regular meetings should be called by, so far as practicable, at least 14 days' notice.)

- (2) Notice of meeting shall be given to each Committee member, and to any other person invited to attend, 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 last notified to the secretary of the Committee by such Committee member or in such other manner as the Committee members may from time to time determine.
- (3) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.

會議程序

會議的召開:

任何委員會成員或委員會秘書應委員會成員的要求時，可於任何時間召開委員會會議。

會議通知:

- (1) 除非委員會全體成員(口頭或書面)同意，委員會的會議通知期，不應少於七天。不論通知期長短，委員會成員出席會議將構成放棄該通知，除非出席會議的委員會成員在會議開始之時，以會議還沒有得到正確的召開為理由為目的，出席以表達反對會議處理任何事項。

(注：根據上市規則附錄十四第A1.3段的規定，在切實可行的範圍內，召開委員會定期會議應發出至少14天通知。)

- (2) 召開會議通告必須親身以口頭或以書面形式、或以電話、電子郵件、傳真或委員會成員不時議定的其他方式發送予各委員會成員及其他獲邀出席的人士(以該成員最後通知委員會秘書的電話號碼、傳真號碼、地址或電郵地址為準)。
- (3) 口頭方式作出的會議通知應盡快(及在會議召開前)以書面方式確實。

(4) Notice of meeting shall state the purposes, time and venue of the meeting.

(5) In respect of regular meetings of the Committee as mentioned in paragraph 2.5 below, and as far as practicable for all other meetings of the Committee, an agenda together with the documents which may be required to be considered by the members of the Committee for the purposes of the meeting shall be sent in full to all members of the Committee in a timely manner and in any event **not less than 3 days** before the intended date of the meeting of the Committee (or such other period as all the Committee members may agree).

2.3 **Quorum:** The quorum of the Committee meeting shall be two members of the Committee and a majority of which shall be independent non-executive directors of the Company.

2.4 **Attendance:** Meetings may be held in person, or by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and participation in such a meeting shall constitute presence in person at such meeting.

2.5 **Frequency:** Regular meetings of the Committee shall be held at least once every year or more frequently if circumstances require to set policy on executive directors' remuneration and to fix the remuneration packages for all directors.

2.6 **Votes:**

(4) 召開會議的通知必須說明會議的目的、開會時間和地點。

(5) 以下第 2.5 段所指的委員會定期會議及在切實可行的情況下委員會其他所有會議，議程及委員會成員需就會議而需考慮的文件應全部及時送交全體委員會成員，並至少在計劃舉行委員會會議日期的三天前(或全體委員會成員協議的其他時間內)送出。

法定人數: 委員會會議的法定人數為兩位委員會成員，而大部份出席的成員須為本公司的獨立非執行董事。

列席: 會議可由委員會成員親身出席，或以電話、電子、或其他可讓出席會議的人員同時及即時與對方溝通的方式進行，而以上述方式出席會議等同於親身出席有關會議。

次數: 委員會每年最少應召開一次或(若有所需)以上的定期會議，以制訂有關執行董事酬金的政策及釐訂各董事的薪酬待遇。

投票:

- (1) A member of the Committee must abstain from voting on any resolution of the Committee in which he or any of his close associates (as defined in the Rules (the “**Listing Rules**”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) has a material interest and shall not be counted towards the quorum of such a meeting at which the relevant resolution is considered by the Committee, unless the exceptions set out in the articles of association of the Company or note 1 to Appendix 3 to the Listing Rules apply.
- (2) Resolutions of the Committee shall be passed by a majority of votes of members of the Committee who are entitled to attend and vote at the meeting. Where the number of votes for and against a resolution is the same, the Chairman of the Committee shall be entitled to cast an extra vote.
- (3) No Committee member may vote on any resolution of the Committee regarding his own remuneration.

3. Written resolutions

- 3.1 A resolution in writing signed by all the Committee members shall be as valid and effectual as if it had been passed at a meeting of the Committee and may consist of several documents in like form each signed by one or more of the Committee members.

4. Alternate Committee members

- 4.1 A Committee member may not appoint any person as his alternate.

5. Overriding principles

- (1) 除公司章程或香港聯合交易所有限公司證券上市規則(“《上市規則》”)附錄三附注一容許的情況外，委員會成員不得就任何其本人或緊密聯繫人(緊密聯繫人按《上市規則》所作的定義相同)擁有重大權益的委員會決議進行投票；在確定是否有足夠的法定人數出席考慮有關決議的委員會會議時，其本人亦不得計算在內。
- (2) 委員會的決議以過半數有權出席會議並投票的委員會成員通過。當反對票和贊成票相等時，董事長有權多投一票。
- (3) 委員會成員不能就有關其本身的薪酬決議上投票。

書面決議

經由委員會全體成員簽署通過的書面決議案與經由委員會會議通過的決議案具有同等效力，而有關書面決議案可由一名或以上委員會成員簽署格式類似的多份文件組成。

委任代表

委員會成員不能委任任何人仕作為其候補。

首要的基本規則

- 5.1 The Company should disclose its directors' remuneration policy and other remuneration related matters. The procedure for setting policy on executive directors' remuneration and all directors' remuneration packages should be formal and transparent.
- 5.2 Remuneration levels should be sufficient to attract and retain directors to run the Company and its subsidiaries (hereinafter collectively referred to as "Group") successfully, without paying more than is necessary for this purpose.
- 5.3 No director should be involved in deciding his own remuneration.
- 5.4 The Committee should consult the chairman and/or chief executive about their remuneration proposals for other executive directors and have access to independent professional advice if necessary.
- 6. Authority of the Committee**
- 6.1 The Committee may at the costs of the Company exercise the following powers:
- (1) to review any proposed service contract with any director or senior management before such contract is entered into and to make recommendation to the Company's human resources department for any changes to the proposed terms of such contract;
 - (2) to make recommendations regarding the remuneration, bonuses and welfare benefits of the executive directors and the senior management;
 - (3) to request the Board to convene a shareholders' meeting (if necessary) for purposes of removing any director and to dismiss any employees of the Group if there is evidence showing that the relevant director and/or employee has failed to discharge his duties properly;
- 公司應披露其董事酬金政策及其他與薪酬相關的事宜的資料；應設有正規而具透明度的程序，以制訂有關執行董事酬金的政策及全體董事的薪酬待遇的政策。
- 所定的薪酬的水平應足以吸引及挽留董事管好公司及其任何附屬公司（合稱“本集團”），而又不致支付過多的酬金。
- 任何董事不得參與訂定本身的薪酬。
- 委員會應就其他執行董事的薪酬建議諮詢主席及/或行政總裁。有需要，委員會可尋求獨立專業意見。
- 委員會的權力**
- 委員會可以行使以下權力，費用由本公司支付：
- (1) 在簽訂有關合同前，審閱所有候任董事及高級管理人員將會簽訂的服務合同及向本公司的人力資源部門就變更該等合同的條款提出建議；
 - (2) 就執行董事及其他高級管理人員的報酬、獎金及福利提供建議；
 - (3) 在有證據顯示本集團董事及其他僱員失職時，要求董事會召開股東大會（如有需要）罷免有關人員的職務；

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| <p>(4) to obtain outside independent legal or other professional advice on any matters within these terms of reference as it considers necessary and to secure the attendance of outsiders with relevant experience and expertise at its meetings, if it considers this necessary;</p> | <p>(4) 如委員會覺得有需要，可就涉及本職權範圍的任何事宜尋求外部獨立法律或其他專業意見，並確保具備相關經驗及專業才能的獨立第三方出席其會議；</p> |
| <p>(5) to commission reports or surveys as are necessary to assist in the performance of its duties;</p> | <p>(5) 為協助履行其職務所需，委托製作報告或進行調查；</p> |
| <p>(6) to be provided with and to have access to sufficient resources in order to perform its duties;</p> | <p>(6) 獲供給和取得足夠資源以履行其職務；</p> |
| <p>(7) 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</p> | <p>(7) 每年檢討本職權範圍條款及本職權範圍對履行委員會職務的有效性，並向董事會提供委員會認為有需要的修改建議；及</p> |
| <p>(8) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged.</p> | <p>(8) 行使委員會認為為恰當履行其於第 7 章項下的責任而需要的權力。</p> |

6.2 The Committee shall be provided with sufficient resources to perform its duties.

委員會應獲提供予充足的資源以履行其職務。

7. **Duties of the Committee**

委員會的責任

7.1 The duties of the Committee shall be:

委員會負責履行以下責任：

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| <p>(1) to make recommendations to the Board on the Company's policy and structure for all directors and senior management remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy;</p> | <p>(1) 就本公司董事及高級管理人員的全體薪酬政策及架構，及就設立正規而具透明度的程序制訂此等薪酬政策，向董事會提出建議；</p> |
| <p>(2) to review and approve the management's remuneration proposals with reference to the Board's corporate goals and objectives;</p> | <p>(2) 因應董事會所訂企業方針及目標而檢討及批准管理層的薪酬建議；</p> |
| <p>(3) either (i) to determine, with delegated responsibility, the remuneration packages of individual executive directors and senior management; or (ii) to make recommendations to the Board on the remuneration packages of individual</p> | <p>(3) 以下兩者之一：(i) 獲董事會轉授責任，釐定個別執行董事及高級管理人員的薪酬待遇；或 (ii) 向董事會建議個別執行董事及高級</p> |

- executive directors and senior management. This should include benefits in kind, pension rights and compensation payments, including any compensation payable for loss or termination of their office or appointment;
- (4) to make recommendations to the Board on the remuneration of non-executive directors;
- (5) to consider salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the Group;
- (6) to review and approve compensation payable to executive directors and senior management for any loss or termination of office or appointment to ensure that it is consistent with contractual terms and is otherwise fair and not excessive;
- (7) to review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that they are consistent with contractual terms and are otherwise reasonable and appropriate;
- (8) to ensure that no director or any of his associates is involved in deciding his own remuneration;
- (9) to report back to the Board on any of the matters set out above as well as their decisions or recommendations, unless there are legal or regulatory restrictions on their ability to do so (such as restriction on disclosure due to regulatory requirements); and
- (10) to consider other matters, as defined or assigned by the Board from time to time.
- 管理人員的薪酬待遇，此應包括非金錢利益、退休金權利及賠償金額(包括喪失或終止職務或委任的賠償)；
- (4) 就非執行董事的薪酬向董事會提出建議；
- (5) 考慮同類公司支付的薪酬 付出的時間及職責以及本集團內其他職位的僱用條件；
- (6) 檢討及批准向執行董事及高級管理人員就其喪失或終止職務或委任所須支付的賠償，以確保該等賠償與合約條款一致；若未能與合約條款一致，賠償亦須公平合理，不致過多；
- (7) 檢討及批准因董事行為失當而解僱或罷免有關董事所涉及的賠償安排，以確保該等安排與合約條款一致；若未能與合約條款一致，有關賠償亦須合理適當；
- (8) 確保任何董事或其任何聯繫人不得參與釐訂他自己的薪酬；
- (9) 就上述事宜及其決定或建議向董事會作彙報，除非該等委員會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)；及
- (10) 考慮及執行董事會不時界定或委派的其他事項。

8. Minutes and records

- 8.1 The secretary of the Committee shall, at the beginning of each meeting, ascertain and record the existence of any conflicts of interest and minute them accordingly.
- 8.2 Full minutes of the meetings of the Committee and all written resolutions of the Committee shall be kept by the secretary of the Committee.
- 8.3 The secretary of the Committee shall circulate the draft and final versions of minutes of the meetings of the Committee to all Committee members for their comment and records within a reasonable time after the meeting (generally, meaning within 14 days after the meeting). Once the minutes are properly signed, the secretary of the Committee shall circulate the minutes and reports of the Committee to all members of the Board.
- 8.4 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, shall attend the annual general meeting of the Company to answer questions at the annual general meeting on the Committee's activities and their responsibilities.

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

- 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.

11. Powers of the Board

會議紀錄

委員會秘書應在每次會議開始時查問是否有任何利益衝突並記錄在會議紀錄中。

委員會秘書需保存完整的委員會會議紀錄及委員會書面決議。

委員會秘書應於委員會會議結束後的合理時段內(一般指委員會會議結束後的 14 天內), 把委員會會議紀錄的初稿及最後定稿發送委員會全體成員(初稿供成員表達意見, 最後定稿作其紀錄之用)。會議紀錄獲簽署妥當後, 委員會秘書應將委員會的會議紀錄和報告傳閱予董事會所有成員。

委員會秘書應就年內委員會所有會議紀錄存檔, 以及具名紀錄每名成員於委員會會議的出席率。

周年大會

委員會的主席, 或在委員會主席缺席時另一名委員會的成員, 應出席本公司的股東周年大會以回應股東周年大會上就委員會的活動及其職責提出的問題。

本公司章程的持續適用

就前文未有作出規範, 但本公司章程作出了規範的董事會會議程序的規定, 適用於委員會的會議程序。

董事會權力

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

本職權範圍所有規則及委員會通過的決議，可以由董事會在不違反公司章程及《上市規則》的前提下(包括《上市規則》之附錄十四《企業管治守則》或本公司自行制定的企業管治常規守則(如被採用))，隨時修訂、補充及廢除，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已採取的行動的有效性。

12. **Publication of the terms of reference of the Committee**

委員會職權範圍的刊登

12.1 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 of Hong Kong Limited

委員會職權範圍應在可登載在本公司的網站及香港聯合交易所有限公司的網站公開其職權範圍，解釋其角色及董事會轉授予其的權力。

Adopted and effective on 1 March 2017
於 2017 年 3 月 1 日採納及生效

Note: Should there be any discrepancy between English and Chinese versions, the English version shall prevail.

註：倘中、英文版本出現歧義，概以英文版為準。