

Hang Sang (Siu Po) International Holding Company Limited

(Incorporated in the Cayman Islands with limited liability)

Terms of Reference for the Nomination Committee

Purpose

1. The purpose of the Nomination Committee is to assist, identify, screen and recommend to the board of directors (the “**Board**”) of Hang Sang (Siu Po) International Holding Company Limited (the “**Company**”) appropriate candidates to serve as directors of the Company, to oversee the process for evaluating the performance of the Board, and to develop, recommend to the Board and monitor nomination guidelines for the Company.

Composition

2. The Nomination Committee shall be appointed by the Board from time to time and shall consist of at least three (3) members, the majority of whom should be independent nonexecutive directors, each of whom shall meet the independence requirements from time to time as stipulated in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”). At least one member shall be of different gender.
3. The Board shall appoint the chairman of the Board or an independent non-executive director as the chairman of the Nomination Committee (the “**Chairman**”).

Meetings

4. The company secretary of the Company (the “**Company Secretary**”) shall be the secretary of the Nomination Committee.
5. The Nomination Committee shall meet at least annually and at such other times as the Chairman shall require if circumstances require.
6. The Chairman (or in his or her absence, a member designated by the Chairman) shall preside at all meetings of the Nomination Committee. The Chairman shall be responsible for leading the Nomination Committee, including scheduling meetings, preparing agendas and making regular reports to the Board. The Chairman shall not preside over the meeting of the Nomination Committee when it is dealing with the matter of succession to the chairmanship.

Notice of Meetings

7. Meetings of the Nomination Committee shall be summoned by the Company Secretary at the request of the Chairman.

8. For regular meetings and as far as practicable in all other cases, an agenda and accompanying committee papers should be sent, in full, to all members of the Nomination Committee. These should be sent in a timely manner and at least three (3) days before the intended date of meeting (or other agreed period).

Quorum

9. The quorum necessary for the transaction of business shall be two (2), both of whom must be independent non-executive directors. A duly convened meeting of the Nomination Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Nomination Committee.

Access

10. The Nomination Committee shall have full access to management and may invite members of management or others to attend its meetings as necessary or desirable.
11. The Company should provide the Nomination Committee with sufficient resources to perform the duties set forth herein. Where necessary, the Nomination Committee should seek independent professional advice, at the Company's expense, to perform its responsibilities.

Reporting Procedures

12. The Nomination Committee shall evaluate and assess the effectiveness of the Nomination Committee and the adequacy of these Terms of Reference of the Nomination Committee on an annual basis and recommend any proposed changes to the Board.
13. Minutes of meetings of the Nomination Committee and the record of individual attendance at such meetings shall be prepared by the Company Secretary which shall be sent to all members of the Board as soon as practicable after the conclusion of any meeting of the Nomination Committee and should be open for inspection at any reasonable time on reasonable notice by any member of the Board.
14. Minutes of meetings of the Nomination Committees should record in sufficient detail the matters considered and decisions reached, including any concerns raised or dissenting views expressed. Draft and final versions of minutes of board meetings of the Company should be sent to members of the Nomination Committee for their comment and records, respectively, in both cases within a reasonable time after the meeting is held.
15. The Nomination 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).

Authority

16. The Nomination Committee is authorised by the Board to determine the nomination of directors, the procedures, process and criteria to be adopted for purposes of selecting and recommending candidates for directorship.

Annual General Meeting

17. The Chairman shall attend the annual general meeting of the Company prepared to respond to any shareholder questions on the Nomination Committee's activities. In his or her absence, one other member of the Nomination Committee or failing this his or her duly appointed delegate should attend.

Responsibilities and Duties

18. The Nomination Committee shall perform the following duties:
 - (a) to review the performance of the Board and ensure that the Board and its committees consist of directors with the appropriate balance of skills, diversity and knowledge of the Company to enable it to discharge its duties effectively;
 - (b) to assist the Board in succession planning for the Board and senior management;
 - (c) to draw up, review and update, as appropriate, the diversity policy for the Board's approval having due regard to the requirements of the Listing Rules, review and update the objectives that the Board has set for implementing such policy;
 - (d) to review the structure, size and composition (including skills, knowledge and experience) of the Board on a regular basis at least annually, assist the Board in maintaining a Board skills matrix, and make recommendations to the Board regarding any proposed change to complement the Company's corporate strategy;
 - (e) to develop the criteria for identifying and assessing the qualifications of and evaluating candidates for directorship, including but not limited to evaluating the balance of skills, knowledge and experience on the Board, and in the light of this evaluation prepare a description of the role and capabilities required for a particular appointment;
 - (f) to develop, review and implement, as appropriate, the policy on Board diversity (the "**Board Diversity Policy**"), having due regard to the requirements of the Listing Rules and any measurable objectives for implementing such Board Diversity Policy as may be adopted by the Board from time to time and to review the progress on achieving the objectives, and to make disclosure of its review results in the corporate governance report annually;

- (g) to develop, review and implement, as appropriate, the policy, criteria and procedures for the identification, selection and nomination of candidates for Directors for the Board's approval. Such criteria include but are not limited to the potential contributions a candidate can bring to the Board in terms of qualifications, skills, experience, independence and gender diversity;
- (h) to identify individuals who are qualified/suitable to become a member of the Board, and to select or make recommendations to the Board on the selection of individuals nominated for directorships;
- (i) to assess each director's time commitment and contribution to the Board, as well as the director's ability to discharge his or her responsibilities effectively, taking into account professional qualifications and work experience, existing directorships of issuers listed on the Main Board or GEM of The Stock Exchange of Hong Kong Limited and other significant external time commitments of such director and other factors or circumstances relevant to the director's character, integrity, independence and experience;
- (j) to assess the independence of independent non-executive directors to determine their eligibility, including length of tenure and the issue of overboarding;
- (k) to make recommendations to the Board on the appointment or re-appointment of directors and other senior management, and the succession planning for directors and senior management, in particular, the chairman and the chief executive officer, taking into account all factors which the Nomination Committee considers appropriate including the challenges and opportunities facing the Group and skills and expertise required in the future and ensure that senior management succession planning is discussed at the Board at least once annually;
- (l) to keep under review the leadership needs of the organisation, both executive and nonexecutive, with a view to ensuring the continued ability of the organisation to compete effectively in the marketplace;
- (m) to evaluate the needs for, and monitor the training and development of, directors;
- (n) to develop the procedures for the performance evaluation of the Board committees:
 - (i) review and assess the skills, knowledge and experience required to serve on various Board committees, and make recommendations on the appointment of members of Board committees and the chairman of each committee;
 - (ii) recommend candidates to the Board to fill vacancies or new positions on the Board committees as necessary or desirable;
 - (iii) review the feedback in respect of the role and effectiveness of the Board committees arising from the evaluation of the Board and/or any Board committees and make recommendations for any changes;

- (o) to keep up to date and fully informed about strategic issues and commercial changes affecting the Company and the market in which it operates;
- (p) to ensure that on appointment to the Board, non-executive directors, where applicable, receive a formal letter of appointment setting out clearly the expectations of them in terms of time commitment, committee service and involvement outside board meetings;
- (q) to review and assess the adequacy of the corporate governance guidelines of the Company and to recommend any proposed changes to the Board for approval;
- (r) to support the Company's regular evaluation of the Board's performance;
- (s) to review the workforce diversity policy and the implementation thereof;
- (t) to do any such things to enable the Nomination Committee to discharge its powers and functions conferred on it by the Board; and
- (u) to conform to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the Company's constitution or imposed by legislation.

General

19. The Nomination Committee should make available these Terms of Reference, explaining its role and the authority delegated to it by the Board by including them on the website of The Stock Exchange of Hong Kong Limited and the website of the Company.
20. For the purpose of these Terms of Reference, “**senior management**” means the same persons as referred to in the Company's annual reports and is required to be disclosed under paragraph 12 of Appendix D2 to the Listing Rules, as such rule may be amended from time to time.

Adopted on 26 April 2016 and amended with effect from 26 June 2025.