

# Man Shun Group (Holdings) Limited

## 萬順集團(控股)有限公司

(Incorporated in Cayman Islands with limited liability)  
(Stock code: 1746)

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### NOMINATION COMMITTEE TERMS OF REFERENCE

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#### **Constitution**

1. The board of directors (the “**Board**”) of Man Shun Group (Holdings) Limited (the “**Company**” which together with its subsidiaries, the “**Group**”) has established a Nomination Committee (the “**Committee**”) with authority, responsibility, and specific duties as described below.

#### **Membership and Quorum**

2. The Committee shall be appointed by the Board from amongst the directors of the Company and shall consist of not less than three members, a majority of whom shall be independent non-executive directors of the Company”). A quorum shall be two members. The Company should appoint at least one director of a different gender to the Committee
3. The chairman of the Committee shall either be the chairman of the Board or an independent non-executive director and appointed by the Board.

#### **Authority and Duties**

4. The authority of the Committee is derived from the Board, therefore the Committee is obliged to report to the Board on its decisions or recommendations.
5. The Committee is authorised by the Board to investigate any activity within the scope of these terms of reference and the Group should provide the Committee with sufficient resources to perform its duties. It is authorised to seek any information it requires from any employee of the Group and members of the Board in order to perform its duties and all employees of the Group and members of the Board are directed to co-operate with any request made by the Committee within the scope of these terms of reference.
6. The duties of the Committee shall be:
  - (a) to formulate nomination policy for the Board’s consideration and implement the Board’s approved nomination policy;
  - (b) to review the structure, size, composition (including the skills, knowledge and length of service) and diversity (including but not limited to gender, age, cultural and educational background, ethnicity, or professional experience) of the Board at least annually, assist the Board in maintaining a board skills matrix, and make recommendations on any proposed changes to the Board to complement the Group’s corporate strategy;
  - (c) to identify individuals suitably qualified to become members of the Board and make recommendations to the Board on the selection of individuals nominated for directorships;
  - (d) to receive nominations from shareholders or directors when such are tendered and to make recommendations to the Board on the candidacy of the nominees, having regard to the Board’s compositional requirements and suitability of the nominees;
  - (e) to assess the independence of independent non-executive directors and review the independent non-executive directors’ annual confirmations on their independence; and make disclosure of its review results in the corporate governance report. 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 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 of the Group taking into account the Company's corporate strategy and the mix of skills, knowledge, experience and diversity needed in the future;
  - (g) Review and assess regularly the time commitment and contribution to the Board by each Director as well as the Director's ability to discharge his or her responsibilities;
  - (h) to make recommendations to the Board regarding candidates to fill vacancies on the Board and/or in senior management of the Group;
  - (i) implement and review the board diversity policy, as appropriate, recommend any revisions of the policy to the board; review the measurable objectives that the board has set for implementing the board diversity policy, and the progress on achieving the objectives; and disclose the board diversity policy or a subsidiary of such policy, in particular, the measurable objectives that it has set for implementing the board diversity policy and the progress on achieving the objectives and its review results in the Company's corporate governance report annually.
  - (j) Develop, review and disclose the policy for nomination of directors (the "Nomination Policy"), as appropriate, in the Company's corporate governance report annually. The Nomination Policy shall set out, inter alia, the nomination procedures, process and criteria to select and recommend candidates for directorship;
  - (k) to consider other topics and review other documents as may be reasonably requested by the Board from time to time; and
  - (l) Support the regular evaluation of the performance of the Board.

### **Consultation**

7. The Committee shall consult the Board about its proposal relating to the selection of individuals nominated for directorship and at the expenses of the Group, have access to independent professional advice to perform its responsibilities where it considers necessary.

### **Secretary**

8. The secretary of the Company (or his/her delegate) shall be the secretary of the Committee (the "**Secretary**").

### **Meetings**

9. The Committee shall meet as and when necessary or as requested by any Committee member. The Committee shall meet not less than once a year.
10. The meetings and proceedings of the Committee are governed by the provisions of the Articles of Association of the Company for regulating the meetings and proceedings of the Board so far as the same are applicable.

### ***Reporting Procedures***

11. Minutes of each Committee's meeting should be kept by the Secretary and should be open for inspection at any reasonable time on reasonable notice by any director. Draft and final versions of minutes of the Committee's meetings shall be sent to all members of the Committee for their comments and records respectively, in both cases within a reasonable time from such meeting.
12. The Committee should report to the Board on a regular basis. At the next meeting of the Board following a meeting of the Committee, the chairman of the Committee shall report to the Board on the findings and recommendations of the Committee.

*Adopted pursuant to a resolution passed by the Board of Directors of the Company on 8 June 2018 and amended on 1 January 2019 and 26 June 2025*