

**SINO BIOPHARMACEUTICAL LIMITED**  
**(THE “COMPANY”)**

**TERMS OF REFERENCE**  
**OF**  
**NOMINATION COMMITTEE**  
**(THE “COMMITTEE”)**

**(Adopted on 30th March, 2012 and Revised on 30th August, 2013  
and 29th March, 2019)**

**CONSTITUTION**

- The Committee has been set up by the board of directors of the Company (the “Board”) on 30th March, 2012 to regularly review the structure, size and composition (including the skills, knowledge, experience, length of service and description of the role and capabilities required for a particular appointment) of the Board and make recommendations to the Board on the Company’s nomination policy and implement the Board’s approved nomination policy.
- Subject to the regulations contained in the Companies Law, Cap 22 of Cayman Islands, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) and the articles of association of the Company (the “Articles”), the procedures of the Committee shall be regulated by the provisions set out in these terms of reference.
- These terms of reference with the authority and duties of the Committee have been approved by the Board and the Board has the authority to review and amend the terms of reference from time to time.

**MEMBERSHIP**

- The members of the Committee shall be appointed by the Board from time to time, the majority of whom must be independent non-executive directors (“INED”) of the Company.
- The chairman of the Committee shall be the Chairman of the Board or an INED.

- The company secretary or any person nominated by the Committee shall act as the secretary of the Committee.
- A member who wishes to retire or resign from the Committee shall serve sufficient prior written notice to the Company. A member who ceases to be a member of the Board shall immediately and automatically cease to be a member of the Committee.

## **COMMITTEE MEETINGS**

- Unless otherwise stipulated herein, the meetings and proceedings of the Committee shall be governed by the provisions contained in the Articles for regulating the meetings and proceedings of the Board.
- The quorum for meeting of the Committee shall be two members.
- The Committee shall meet at least once every year to discharge its duties set forth in these terms of reference. The chairman or the secretary on the requisition of the chairman shall at any time summon a meeting of the Committee. Additional meetings shall be held as the work of the Committee demands. It is expected that the Committee meeting will normally involve the active participation of its members, either in person or through other electronic means of communication.
- Seven days' notice or such shorter notice as may be agreed by members will be given by the secretary specifying the place, date, time and agenda of the meeting.
- The Committee may, where appropriate and necessary, invite advisors to the meeting, including but not limited to external advisors or consultants, to provide advice to its members.
- If a member has a conflict of interest in a matter to be considered by the Committee which the Committee has determined to be material, the interested member shall abstain from voting on that matter at the relevant meeting of the Committee.

- Minutes of the Committee meetings should be kept by the secretary of the Committee and such minutes should be open for inspection at any reasonable time on reasonable notice by any member or director of the Company.

## **AUTHORITY, DUTIES AND FUNCTIONS**

The Committee shall : -

- Formulate a formal and transparent procedure for developing nomination policies of the Company for approval by the Board, which shall take into consideration factors such as skills, knowledge, experiences, length of service, description of the role and capabilities required for a particular appointment. Performance shall be measured against corporate goals and objectives resolved by the Board from time to time.
- Review the structure, size and composition (including the mix of the skills, knowledge, experience, length of service and diversity needed) of the Board at least annually; and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy.
- Make recommendation to the Board on formulation of the Board Diversity Policy and review the policy from time to time to ensure its continued effectiveness.
- Establish guidelines for the recruitment of the chief executive and senior management staff and identify leadership needs of and succession planning for the Company in relation to both directors and other senior executives.
- Identify individuals suitably qualified to become board members or make recommendations to the Board on the selection of individuals nominated for directorship. Academic and professional qualifications, business experience, expertise and knowledge as well as other requirements under the Listing Rules will be assessed to determine whether the nomination is suitable.
- Assess the independence of the INED and review the INEDs' annual confirmations on their independence.

- Make recommendations to the Board on the re-appointment of any INED at the conclusion of his/her specified term of office.
- Review regularly the time required from a director to perform his/her responsibilities.
- Make recommendations to the Board on the matters relating to any actual or potential conflict of interests of directors (including prohibition of voting by the interested director).
- Be provided with sufficient resources, including but not limited to engagement of external professional advisors to assist and/or advise the Committee on issues as it considers necessary at the Company's expenses.
- Assign the chairman of the Committee or in his/her absence, an alternative member or failing this, his/her duly appointed delegate, to attend the annual general meetings/general meetings of the Company and be prepared to answer questions concerning the nomination policy of the Company.
- Do any such things to enable the Committee to discharge its powers and functions conferred on it by the Board.
- Conform to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the constitution of the Company or imposed by legislation.
- Consider and make recommendations on any other issues as requested by the Board.

## **REPORTING PROCEDURES**

- The secretary of the Committee shall circulate the minutes of Committee meetings, reports and relevant information to all members and if the chairman of the Committee so decides, circulate such information to other director(s) who is/are not member(s) of the Committee.

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