FURNIWEB HOLDINGS LIMITED

飛霓控股有限公司

董事會提名委員會職權範圍

Terms of reference of the nomination committee of the Board of Directors

FURNIWEB HOLDINGS LIMITED 飛霓控股有限公司

("Company" and "本公司")

Terms of reference of the Nomination Committee ("Committee") of the Board of Directors ("Board") of the Company 董事會("董事會") 提名委員會("委員會") 職權範圍

(中文本爲翻譯稿・僅供參考用)

1. <u>Constitution</u>

1.1 The Committee is established pursuant to a resolution passed by the Board at its meeting held on 20 September 2017.

2. Appointment and composition

2.1 **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.

2.2 **Composition**:

Members of the Committee shall:

- (1) be appointed from amongst members of the Board;
- (2) consist of not less than three in number · a majority of whom should be independent non-executive directors of the Company; and
- (3) have at least one director of a different gender.
- 2.3 **Chairman of the Committee**: The Chairman of the Committee, who shall be the chairman of the Board or an independent non-executive director, shall be appointed by the Board.

組成

本委員會是按本公司董事會於 2017 年9月20日會議通過成立的。

委任及組成

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。

組成:

委員會的成員需:

- (1) 委任自本公司董事會成員;及
- (2) 最少有三名成員 · 當中大部分需 爲本公司的獨立非執行董事及
- (3) 應有至少一名不同性別的董事。

委員會主席:委員會主席由董事會委任,並由董事會主席或獨立非執行董 事擔任主席。 2.4 **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.

3. **Proceedings of the Committee**

3.1 *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.

3.2 *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: Regular meetings should be called by, so far as practicable, at least 14 days' notice: cf: code provision C.5.3 of Appendix C1 of the GEM Listing Rules)

委員會的秘書:本公司的公司秘書爲 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它人員作爲 擔任該會議的秘書。

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:

 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 的召開爲理由爲目的,出席以 表達反對會議處理任何事項。

> (注:根據《GEM上市規則》 附錄 C1 守則條文 C.5.3 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) 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.
- (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 3.5 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).
- 3.3 *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.
- 3.4 *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) 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 員會成員及其它獲邀出席的人 士(以該成員最後通知委員會 秘書的電話號碼、傳真號碼、 地址或電郵地址爲準)。
- (3) 口頭方式作出的會議通知應儘快(及在會議召開前)以書面方式確實。
- (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 3.5 段所指的委員會定 期會議及在切實可行的情况下 委員會其它所有會議,的議程 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 它時間內)送出。

法定人數:委員會會議的法定人數爲 兩位委員會成員·而大部份出席的成 員須爲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。 3.5 *Frequency:* Regular meetings of the Committee shall be held at least once every year or more frequently if circumstances require to review, formulate and consider the nomination procedures as regards the appointment, reappointment and removal of directors ("**Directors**") and senior management of the Company, their implementation during the year and to make recommendations to the Board on candidates for appointment as Directors and senior management.

3.6 *Votes:*

- (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 "GEM Listing Rules") Governing the Listing of Securities on the GEM of The Stock Exchange of Hong Kong Limited (the "Stock Exchange")) (or in the case of a connected transaction under Chapter 20 of the GEM Listing Rules, his associates (as defined in the GEM Listing Rules)) 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 Rule 17.48A of the GEM 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.

4. <u>Written resolutions</u>

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,以厘 定、檢討及考慮本公司就董事及高級 管理層委任、重新委任及罷免的提名 程序、前述事項在有關年度的實施及 向董事會提呈出任董事及高級管理 層候選人的建議。

投票:

- 除公司章程或香港聯合交易所 (1)有限公司 ("聯交所") 證券 GEM 上市規則 ("《GEM 上市 規則》") 第17.48A 條容許的情 况外,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《GEM └市規則》所作 的定義相同)(或就《GEM 上市 規則》第二十章項下的關連交 易,其聯繫人(聯繫人按《GEM 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;在確定是否有足够的 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。當當反對票和贊成票相等 時、蓋東馬有權名也,要,
 - 時,董事長有權多投一票。

書面決議

4.1 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.

5. <u>Alternate Committee members</u>

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

6. <u>Authority of the Committee</u>

- 6.1 The Committee may at the costs of the Company exercise the following powers:
 - to seek any information it requires from any employee of the Company and its subsidiaries (together, the "Group") 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;
 - (2) to review the performance of the Directors and the independence of independent non-executive Directors in relation to their appointment or reappointment as Directors;
 - (3) to obtain outside independent legal or other professional advice on or assistance to any matters within these terms of reference, including the advice of independent human resource consultancy firm, and to secure the attendance of outsiders with relevant experience and expertise at its meetings if it considers this necessary;
 - (4) 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;
 - (5) to be provided with and to have access to sufficient resources in order to perform its duties;

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士作為 其候補。

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) 要求本公司及其任何附屬公司 (合稱"本集團")的任何僱員及 專業顧問,提供委員會爲執行 其職責而需要的任何資料,並 要求他們準備及提交報告、出 席委員會會議及提供所需資料 及解答委員會提出之題;
- (2) 就董事的委任或重新委任·評 審有關董事的表現及有關獨立 非執行董事的獨立性;
- (3) 按照其職權範圍就相關事項向 外界尋求獨立法律或其他專業 意見(包括獨立的人力資源顧 問公司)。如委員會需要,可邀 請具備相關經驗及專業才能的 外界人士出席其會議;
- (4) 有權進行其認爲適當的調查(包括但不限於訴訟、破産及信譽查冊)、報告或公開徵募;
- (5) 獲供給充和取得足夠資源以履 行其職務;

- (6) 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
- (7) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged.
- 6.2 The Committee shall be provided with sufficient resources to perform its duties. Where necessary, the Committee should seek independent professional advice, at the Company's costs, to perform its responsibilities.

7. <u>Duties of the Committee</u>

- 7.1 The duties of the Committee shall be:
 - to review the structure, size and composition (including the skills, knowledge and 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 Company's corporate strategy;
 - (2) to identify individuals suitably qualified to become members of the Board and select or make recommendations to the Board on the selection of individuals nominated for directorships;
 - (3) to assess the independence of the independent non-executive Directors;
 - (4) to make recommendations to the Board on:
 - the role, responsibilities, capabilities, skills, knowledge, experience and diversity of perspectives required from members of the Board;

- (6) 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 會認爲有需要的修改建議;及
- (7) 行使委員會認爲爲恰當履行其 於第 7 章項下的責任而需要的 權力。

委員會應獲提供予充足的資源以履 行其職務。委員會履行職責時如有需 要,應尋求獨立專業意見,費用由本 公司支付。

委員會的職責

委員會負責履行以下職責:

- (1) 至少每年檢討董事會的架構、人 數及組成(包括技能、知識及經 驗)、協助董事會編制董事會技 能表,並就任何爲配合本公司策 略而擬對董事會作出的變動提出 建議;
- (2) 物色具備合適資格可擔任董事
 的人士·並挑選提名有關人士出
 任董事或就此向董事會提供意
 見;
- (3) 評核獨立非執行董事的獨立性;
- (4) 向董事會提呈下列事項的建議:
 - (i) 作爲董事會成員所應有的
 角色、責任、能力、技術、
 知識、經驗及多樣的觀點與
 角度;

- (ii) the policy on the terms of employment of non-executive Directors;
- (iii) the composition of the audit committee, remuneration committee and other board committees of the Board;
- (iv) proposed changes to the structure, size and composition of the Board;
- (v) candidates suitably qualified to become members of the Board;
- (vi) the selection of individuals nominated for directorship;
- (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;
- (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 on the resolution approving the re-election of such independent non-executive Director;
- (ix) the appointment or re-appointment of Directors;
- succession planning for Directors and Senior Management, in particular the chairman and the chief executive;
- (xi) the policies concerning diversity of Board members and workforce and the measurable objectives for implementing such policies; and

- (ii) 委聘非執行董事的政策;
- (iii) 審核委員會、薪酬委員會及其他董事會委員會的組成;
- (iv) 董事會的架構、人數及組成 擬作出的變動;
- (v) 具備合適資格擔任董事的人士;
- (vi) 挑選被提名人士出任董事;
- (vii) 輪流退任董事的重新委任·於此·須考慮其等的工作表現及對董事會繼續作出貢獻的能力;
- (viii) 在任多於九年的獨立非執 行董事的去留問題·並就該 等獨立非執行董事的繼續 委任與否向本公司股東就 審議有關決議案贊成與否 提供建議;
- (ix) 董事委任或重新委任董事;
- (x) 董事及高級管理層繼任計 劃(尤其是主席及行政總 裁);
- (xi) 董事會成員及員工多元化的政策及為執行該政策而制定的任何可計量目標;及

- (xii) the policy for the nomination of Directors and on the establishment of a formal and transparent procedure for developing nomination policy;
- (5) to support the Company's regular evaluation of the Board's performance;
- (6) to assess each Director's time commitment and contribution to the Board, as well as the Director's ability to discharge his or her responsibility effectively, taking into account professional qualifications and work experience, existing directorships of issuers listed on GEM or the Main Board of the Stock Exchange and other significant external time commitments of such Director and other factors or circumstances relevant to the Director's character, integrity, independence and experience;
- (7) to give adequate consideration to the following in the discharge of its duties as mentioned above or elsewhere in these terms of reference:
 - (i) planning for orderly succession of appointment of Directors;
 - leadership needs of the Group with a view of maintaining or fostering the competitive edge of the Group over others;
 - (iii) changes in market environment and commercial needs of the market in which the Group operates;
 - (iv) the balance of skills, expertise and experience required from members of the Board for the requirement of the Group's business;
 - (v) the impact on the Group arising from any change of composition of the Board;

- (xii) 本公司董事的提名政策, 及就制訂此等提名政策而 設立正規而具透明度的程 序;
- (5) 支援本公司定期評估董事會表現;
- (6) 就每名董事對董事會投入的時間及貢獻、能否有效履行職責作出評估,當中須考慮董事的專業資格及工作經驗、現有在聯交所主板或GEM上市的發行人董事職位及該董事其他重大外部事務所涉及時間投入以及其他與董事的個性、品格、獨立性及經驗有關的因素或情况;
- (7) 在履行上述責任或本職權範圍 項下的其他責任·對下列各項給 予充份考慮:
 - (i) 董事接替計劃;
 - (ii) 本集團爲保持或加强本集團的競爭優勢所需要的領導才能;
 - (iii) 市場環境的轉變及本集團營運市場的商業需要;
 - (iv) 董事會成員根據本集團業務需要所須具備適當的技能、專才及經驗;
 - (v) 董事會成員組成的變動對 集團的影響;

- (vi) the balance composition of executive and non-executive Directors (including independent non-executive Directors) to ensure a strong independent element on the Board which can effectively exercise independent judgement;
- (vii) non-executive Directors should be of sufficient calibre and number for their views to carry weight;
- (viii) there should be a formal, considered and transparent procedure for the appointment of new Directors;
- (ix) all Directors should be subject to re-election at regular intervals;
- (x) the reasons for the resignation or removal of any Director;
- (xi) the Board's policies concerning diversity of Board members and workforce adopted from time to time; and
- (xii) the relevant requirements of the GEM Listing Rules with regard to directors of a listed issuer;
- (8) in respect of any proposed service contracts to be entered into by any members of the Group with its director or proposed director, which require the prior approval of the shareholders of the Company at general meeting under Rule 17.90 of the GEM Listing Rules, to review and provide recommendations to the shareholders of the Company (other than shareholders who are directors with a material interest in the relevant service contracts and their respective associates (as defined in the GEM Listing Rules) as to whether the terms of the service contracts are fair and reasonable and whether such service contracts are in the interests of the Company and the shareholders as a whole, and to advise shareholders on how to vote;

- (vi) 董事會中執行董事與非執
 行董事(包括獨立非執行董事)的均衡組合,以使董事
 會上有强大的獨立元素能
 夠有效地作出獨立判斷;
- (vii) 非執行董事應具備足夠才 幹及人數以使其意見具有 影響力;
- (viii) 新董事的委任程序應正、式 經審慎考慮並具透明度;
- (ix) 所有董事均應每隔若干時 距即重新選舉;
- (x) 任何董事辭任或遭罷免的原因;
- (xi) 董事會不時採納的董事會 成員及員工多元化政策;及
- (xii) 《GEM 上市規則》對上市 發行人的董事的相關要求;
- (8) 審核所有按《GEM 上市規則》 第17.90條需事先取得本公司股 東批准的現董事或建議委任董 事與本集團成員擬簽定的服務 合同,並就該等服務合同條款的 公平及合理性、服務合同對本公 司及整體股東而言是否有利及 本公司股東應怎樣作表決,向本 公司股東提呈建議(但不包括同 時爲本年司董事而又於該等服 務合同有重大利益的股東及其 連絡人(連絡人按《GEM 上市規 則》所作的定義相同));

- (9) to ensure that on appointment to the Board, non-executive Directors receive a formal letter of appointment setting out what is expected of them in terms of time commitment, committee service and involvement outside meetings of the Board;
- (10) to conduct exit interviews with any Director upon their resignation in order to ascertain the reasons for his departure;
- (11) to oversee the policies on Board and workforce diversity, including:
 - (i) reviewing the policies on Board and workforce diversity annually to ensure their continued effectiveness;
 - (ii) setting and reviewing measurable objectives for implementing such policies from time to time, with a particular focus on gender diversity at both the Board and workforce levels;
 - (iii) monitoring and reporting to the Board on the progress made towards achieving these objectives; and
 - (iv) monitoring compliance with the GEM Listing Rules against single-gender Board or where applicable, Board committee from time to time;

- (9) 確保每位被委任的非執行董事 於被委任時均取得正式委任函 件,當中須訂明對其等之要求, 包括工作時間、董事會委員會服 務要求及參與董事會會議以外 的工作;
- (10) 會見辭去本公司董事職責的董 事並瞭解其離職原因;
- (11) 監督董事會及員工多元化政策·包括:
 - (i) 每年檢討董事會及員工多元化政策·以確保其持續有效性;
 - (ii) 不時設定及檢討實施該
 等政策的可量化目標,特
 別關注董事會及員工層
 面的性別多元化;
 - (iii) 監察並向董事會匯報實現該等目標的進展情況;及
 - (iv)不時監察是否遵守《GEM 上市規則》·避免董事會 或(如適用)董事會委員 會出現單一性別情況;

- (12) to monitor the tenure of all independent non-executive Directors to ensure compliance with the nine-year tenure limit (or such other tenure limit as is required under the GEM Listing Rules from time to time) as stipulated in the GEM Listing Rules;
- (13) 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
- (14) to consider other matters, as defined or assigned by the Board from time to time.

8. <u>Minutes and records</u>

- 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.

- (12) 監察所有獨立非執行董事的任期,以確保遵守《GEM 上市規則》中規定的九年任期限制(或不時根據《GEM 上市規則》要求的其他任期限制);
- (13) 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
- (14) 考慮及執行董事會不時界定或 委派的其他事項。

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。

9. <u>Annual general meeting</u>

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. <u>Powers of the Board</u>

11.1 The Board may, subject to compliance with the articles of association of the Company and the GEM Listing Rules (including the Corporate Governance Code set out in Appendix C1 to the GEM 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.

12. Publication of the terms of reference of the Committee

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.

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

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《GEM上市規則》的前提下(包 括《GEM上市規則》之附錄 C1《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,委員會己經通過的決議或 己採取的行動的有效性。

委員會職權範圍的刊登

委員會職權範圍應在可登載在本公 司的網站及聯交所的網站公開其職 權範圍·解釋其角色及董事會轉授予 其的權力。 Adopted on 20 September 2017 於 2017 年 9 月 20 日採納

Revised on 20 March 2019 於 2019 年 3 月 20 日修訂

Revised on 24 March 2023 於 2023 年 3 月 24 日修訂

Revised on 30 June 2025 於 2025 年 6 月 30 日修訂