



Wing Fung Group Asia Limited
榮豐集團亞洲有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock code: 8526)

(the “**Company**” and together with its subsidiaries, the “**Group**”)

THE NOMINATION COMMITTEE TERMS OF REFERENCE

These terms of reference of the Nomination Committee of the Company (the “**Committee**”) have been prepared based on the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the “**Exchange**”) (the “**GEM Listing Rules**”).

Composition

1. The Committee shall be established by the board of directors (the “**Board**”) of the Company (the “**Directors**”) according to the articles of association of the Company (the “**Articles of Association**”) and the establishment would be effective from the date on which the shares of the Company are listed on GEM.

Members

2. The Committee shall consist of no less than three members appointed by the Board, majority of whom shall be independent non-executive Directors (the “**INEDs**”). At least one director of a different gender to the Committee shall be appointed.
3. The chairman of the Committee (“**Chairman**”) shall be appointed by the Board and must be the chairman of the Board or an INED.
4. An appointment of a member of the Committee shall be automatically revoked if such member ceases to be a member of the Board.

Secretary

5. The Committee may appoint the company secretary of the Company or any other person with appropriate qualification and experience as the secretary of the Committee.

Frequency and proceedings of meetings

6. The Committee shall meet at least once a year. Additional meetings should be held as the work of the Committee demands.
7. The quorum of a meeting shall be two members of the Committee.
8. The Committee members could attend the meetings in person, by telephone or by video conference or similar communication equipment by means of which all persons participating in the meetings are capable of hearing each other.
9. Resolutions of the Committee shall be passed by more than half of the members of the Committee.
10. A resolution in writing signed by all the members of the Committee shall be as valid and effectual as if it had been duly 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.
11. Unless otherwise stated herein, proceedings of meeting of the Committee shall be governed by the relevant provisions of the Articles of Association regulating the meetings and proceedings of Directors (as amended from time to time).

Authority

12. All members of the Committee can have access to the advice and services of the secretary who is responsible to the Committee for ensuring that procedures of the Committee and all applicable rules and regulations are followed.
13. The Committee shall be provided with sufficient resources to perform its duties and may seek independent professional advice in appropriate circumstances at the Company's expenses to perform its duties.
14. The Committee is authorised by the Board to investigate any activity within its terms of reference and seek any necessary information which is within its scope of duties from the employees of the Company and its subsidiaries (including members of the Board) and all employees are directed to co-operate with any request made by the Committee.

Duties

15. Main duties of the Committee should include:-

- (a) 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;
- (b) to identify individuals suitably qualified to become Board members and select or make recommendations to the Board on the selection of individuals nominated for directorships;
- (c) to assess the independence of INEDs;
- (d) 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 Company;
- (e) to support the Company's regular evaluation of the Board's performance;
- (f) to conduct an annual assessment of each Director's time commitment and contributions to the Board, as well as the ability to discharge his/her responsibilities effectively;
- (g) where the Board proposes a resolution to elect an individual as an INED at the general meeting, the Committee should set out in the circular to shareholders and/or explanatory statement accompanying the notice of the relevant general meeting why they believe the individual should be elected and the reasons why they consider the individual to be independent; and
- (h) to set out a policy concerning diversity of members of the Board, the chief executive and the senior management of the Company, and should disclose the policy or a summary of the policy in the corporate governance report.

Reporting Procedures

16. The Committee should report to the Board on a regular basis, identify any matters in respect of which it considers that action or improvement is needed, and make recommendations as to the steps to be taken.
17. At the next meeting of the Board following a meeting of the Committee, the Chairman shall report to the Board on the works and recommendations of the Committee since the last Board meeting (if any).

Others

19. The Committee shall give adequate consideration to the principles that the Board should have a balance of skills, experience and diversity of perspectives appropriate to the requirements of the Group's business. The Committee should ensure that changes to the Board's composition can be managed without undue disruption. The Board should include a balanced composition of executive and non-executive Directors (including independent non-executive Directors) so that there is a strong independent element on the Board, which can effectively exercise independent judgment. Non-executive Directors should be of sufficient calibre and number for their views to carry weight.
20. The Committee shall give adequate consideration to the principles that there should be a formal, considered and transparent procedure for the appointment of new Directors. There should be plans in place for orderly succession for appointments and that all Directors should be subject to re-election at regular intervals. The Committee should ensure that the Company must explain the reasons for the resignation or removal of any Director.
21. 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 Exchange's website and the Company's website.
22. Any changes to the terms of reference shall be effective after they have been approved by the Board.

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Adopted on: 31 January 2018

Revised on: 27 June 2025