

# CIMC Vehicles (Group) Co., Ltd.

## 中集車輛(集團)股份有限公司

*(A joint stock company incorporated in the People's Republic of China with limited liability)*

### NOMINATION COMMITTEE UNDER THE BOARD OF DIRECTORS

#### TERMS OF REFERENCE

(Considered and approved by the third meeting of the second session of the board of directors of 2022 on 24 March 2022)

#### Chapter 1 General Provisions

- Clause 1** In order to regulate the appointment of directors and senior management, optimize the composition of the board of directors and senior management, and improve the corporate governance structure of CIMC Vehicles (Group) Co., Ltd. (the “Company”), the Nomination Committee under the board of directors of CIMC Vehicles (Group) Co., Ltd. (the “Committee”) is established with these terms of reference (these “Terms”) in accordance with the Company Law of the People’s Republic of China, the Code of Corporate Governance for Listed Companies, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Guidance for Boards and Directors issued by the Stock Exchange of Hong Kong Limited, the articles of association of CIMC Vehicles (Group) Co., Ltd. (the “Articles”) and other relevant laws, regulations and normative documents.
- Clause 2** The Committee is a special committee under the board of directors and is mainly responsible for formulating selection criteria and procedures for the candidates of directors and senior management of the Company, and providing recommendations on the selection.
- Clause 3** The reference of “directors” herein refers to all directors of the Company, while “senior management” refers to the president, vice president, person-in-charge of finance, secretary of the board of directors appointed by the board of directors as well as other senior executives as stipulated by the Articles.
- Clause 4** The Committee shall be accountable for and report to the board of directors.
- Clause 5** These Terms shall apply to the Committee and the persons and departments governed by these Terms.

#### Chapter 2 Composition of the Committee

- Clause 6** The Committee shall consist of no less than three directors, with a majority of whom being independent non-executive directors. Members of the Committee shall be nominated by the chairman of the board of directors and appointed by the board of directors upon approval by more than half of the directors.
- Clause 7** The Committee shall have a chairman who shall be an independent non-executive director. The chairman shall be nominated by the chairman of the board of directors and appointed upon approval of the board of directors.

- Clause 8** The term of office of the Committee shall be the same as that of the board of directors, and the term of office of a Committee member shall be the same as his/her term of office as a director. Committee members may be re-elected upon expiry of their terms of office. A member of the Committee shall, ipso facto, cease to be a member when he/she is no longer a director of the Company.
- Clause 9** A Committee member may tender his/her resignation to the board of directors during his/her term of office by giving a written resignation to explain the reason for resignation and other matters which need to be brought to the attention of the board of directors. If the number of members will fall below the minimum number as provided herein, the resigning member shall continue to perform his/her duties until the appointment of a new member to fill his/her place.
- Clause 10** The Committee members may be changed during their terms of office if proposed by the chairman of the board of directors and approved after discussion by the board of directors.
- Clause 11** If the number of the Committee members falls below the minimum number as provided herein, the board of directors shall make up the shortfall in accordance with these Terms.
- Clause 12** The secretary of the Nomination Committee (the “Secretary of the Committee”) shall act as the executive body of the Committee to provide support and services and perform duties assigned by the Committee. The Company shall provide necessary working conditions for the Nomination Committee and designate specific personnel or entities to deal with daily works, including liaison, organization of committee meetings, preparation of materials and documentation management, of the Nomination Committee.

### **Chapter 3 Responsibilities of the Committee**

- Clause 13** The primary responsibilities of the Committee include:
- (1) to review periodically the structure, size, composition and relevant qualifications (including skill, expertise and experience) of the board of directors at least once annually, make recommendations on any proposed changes to the board of directors to complement the Company’s corporate strategy;
  - (2) to identify individuals suitably qualified to become board members (including whether the individuals can bring to the board of directors the perspectives, skills and experiences and how the individuals can contribute to the diversity of the board of directors) and make recommendation to the board of directors on the selection of individuals nominated for directorships;
  - (3) to assess the independence of the independent non-executive directors of the Company;
  - (4) to assess the number of directorship of other listed companies held by candidates to be nominated as the independent non-executive directors of the Company. In principle, an independent non-executive Director shall not concurrently serve as an independent director in more than 5 listed companies, and shall ensure enough time and energy to effectively perform his/her duties;

- (5) to develop and maintain a policy for the nomination of the directors which includes the nomination procedures and the process and criteria adopted by the Nomination Committee to identify, select and recommend candidates for directorship during the year, and to review periodically and disclose the policy and progress made towards achieving the objectives set in the nomination policy in the corporate governance report of the Company;
- (6) to develop and maintain a policy concerning the diversity of the board of directors, and to review periodically and disclose in the diversity policy or a summary of the policy in the corporate governance report of the Company;
- (7) to review annually the time required from non-executive directors and independent non-executive directors. Performance evaluations should be used to assess whether the non-executive directors and independent non-executive directors are spending enough time in fulfilling their duties;
- (8) to make recommendations to the board of directors on the appointment or re-appointment of directors and succession planning for directors, in particular the chairman of the board of directors and the chief executive officer. The Nomination Committee shall make recommendations on appointment of directors with due regard to the diversity policy of the Company and in accordance with the challenges and opportunities faced by the Company;
- (9) to research and make recommendations on the selection criteria and procedures for senior management; to select the candidates for senior management members; to review the candidates for senior management members and making recommendations to the Board.

**Clause 14** Responsibilities of the chairman of the Committee include:

- (1) to convene and preside over meetings of the Committee;
- (2) to supervise and examine the performance and implementation of the resolutions of the Committee;
- (3) to sign the relevant documents of the Committee;
- (4) to report the work of the Committee to the board of directors;
- (5) to perform other duties as required or conferred by the laws and regulations, regulatory rules of the place where the shares of the Company are listed, rules of procedure for the board of directors of the Company, these Terms and the board of directors.

**Clause 15** Major responsibilities of a Committee member include:

- (1) to attend meetings of the Nomination Committee punctually, and express opinions on the matters discussed thereon and exercise voting rights at the meetings;

- (2) to propose matters for discussion at the meetings of the Committee;
- (3) to sit in on or observe relevant meetings of the Company to conduct studies and researches by obtaining reports, documents, materials and other relevant information necessary for the performance of his/her responsibilities;
- (4) to fully understand the responsibilities of the Committee as a whole and those as a member of the Committee, and acquaint himself/herself with the operation, management, business activities and development of the Company to ensure his/her capacity for the performance of responsibilities;
- (5) to guarantee that he/she has devoted sufficient time and attention to fulfil his/her responsibilities;
- (6) to perform other duties as conferred by the laws and regulations, regulatory rules of the place where the shares of the Company are listed, rules of procedure for the board of directors of the Company, these Terms and the board of directors.

#### **Chapter 4 Meetings of the Committee**

**Clause 16** Meetings of the Committee can be classified as regular meeting and extraordinary meeting.

**Clause 17** The Committee shall hold at least one regular meeting every year, and the notice of the meeting shall be served to all members three days before such meeting.

**Clause 18** The Committee may convene extraordinary meetings when necessary. In any of the following circumstances, the chairman of the Committee shall issue a notice to convene a meeting within three days:

- (1) in circumstances as deemed necessary by the board of directors;
- (2) in circumstances as deemed necessary by the chairman of the Committee;
- (3) when proposed by two or more members of the Committee.

**Clause 19** The Secretary of the Committee shall issue the notice of meeting in writing to each of the Committee members and relevant persons being invited to attend the meeting three days prior to the date of the meeting (except in special circumstances where the requirement of a prior notice is exempted, provided that the chairman of the meeting shall provide explanation at the meeting). The notice of meeting shall contain information on the form, time, venue, duration and agenda of the meeting, time of issuance of the notice, name and contact information of the contact person of the meeting and other relevant information.

**Clause 20** Upon receipt of the notice, all Committee members shall promptly provide confirmation and relevant replies (including but not limited to the confirmation of attendance, schedule and other matters) via a proper means.

**Clause 21** The quorum of a Committee meeting shall be the presence of all members.

**Clause 22** All members of the Committee shall attend the meeting in person. If a member is unable to attend the meeting in person, such member shall, by signing and submitting a letter of proxy, authorize another member of the Committee to attend and express opinion at the meeting on his/her behalf. Such letter of proxy shall expressly state the scope and term of the authorization. Each member may appoint only one other member as his/her proxy to exercise the voting right on his/her behalf. Where a member authorizes two or more other members to exercise the voting right on his/her behalf, such authorization shall be invalid. In addition, no member shall accept any such authorization from two or more other members concurrently.

The member attending a meeting on behalf of another member shall exercise the rights within the scope of authorization. If a member does not attend a meeting in person or authorize another member to exercise the rights on his/her behalf, nor does he/she submit any opinion in writing prior to the meeting, he/she shall be deemed to have waived his/her rights.

A member who is unable to attend a meeting in person may also exercise his/her rights by submitting in writing his/her opinion with respect to any matter on the meeting agenda, provided that such written opinion shall be submitted to the Secretary of the Committee before the meeting.

**Clause 23** If a member does not attend a meeting in person or authorize another member to attend such meeting on his/her behalf, nor does he/she submit any opinion in writing prior to the meeting on two consecutive occasions, or if such member fails to attend in person 3/4 of all meetings of the Committee held during any year, such member shall be deemed incapable of performing the duties of the Committee, and the board of directors may replace him/her in accordance with these Terms.

**Clause 24** Meetings of the Committee shall be presided over by the chairman of the Committee, who may appoint another member to act on his/her behalf when he/she is unable to attend the meeting. If the chairman of the Committee neither performs his/her duties nor designates another member to act on his/her behalf, any member may report the same to the board of directors, and the board of directors shall appoint another member who is an independent non-executive director to fulfil the duties of the chairman.

## **Chapter 5 Procedures of Meetings**

**Clause 25** Each member of the Committee shall have one vote. A resolution of the meeting shall be passed by a simple majority of the votes of all members. In the event that the meeting fails to reach a valid resolution due to abstention of any member, the relevant matter shall be considered directly by the board of directors.

**Clause 26** Meetings of the Committee shall be held in the form of on-site meetings in general, and voting shall be made by a show of hands or by poll. Under special circumstances, on the premise that the members of the Committee are able to sufficiently express their opinions, with the consent of the chairman of the Committee, meetings may be held by means of correspondence. Where a meeting is conducted by means of correspondence, the Committee members shall submit to the board of directors their written opinions with respect to the matters to be discussed within the period prescribed by the notice of the meeting.

**Clause 27** All items on the agenda shall be discussed during the meeting of the Committee, and the Committee members shall explicitly, independently and fully express their opinions based on their own judgment. In the case of any different opinions, such different opinions shall be stated in the meeting minutes to be presented to the board of directors.

**Clause 28** The Committee may invite directors, related senior management members and relevant experts of the Company, external experts, scholars, intermediary agencies and other persons to sit in on a meeting. Such persons being invited shall give explanation and elaboration on any issues as required by any Committee member.

**Clause 29** Where necessary, the Committee may, upon approval by the board of directors, seek for professional advices of external professional personnel or organizations. Any reasonable cost so incurred shall be borne by the Company.

**Clause 30** The convening procedures, voting methods and resolutions of meetings of the Committee shall comply with the relevant laws, regulations, regulatory rules of the stock exchange where the shares of the Company are listed, the Articles and these Terms.

**Clause 31** If a member of the Committee is interested in any matter being considered by the Committee, such member shall abstain from voting of such matter.

**Clause 32** All persons attending the Committee meetings shall keep all matters discussed at the meetings confidential and shall not disclose any such information without authorization.

#### **Chapter 6 Minutes and Summary of the Committee Meetings**

**Clause 33** Minutes shall be kept for all meetings of the Committee, which shall be prepared by the Secretary of the Committee and shall contain the following information:

- (1) serial number, form, date, venue and name of the chairman of the meeting;
- (2) attendance and absence of members in person and by proxy;
- (3) name and title of each attendee;
- (4) agenda of the meeting;
- (5) main points made by the Committee members and other relevant attendees;
- (6) name of the person taking minutes;
- (7) abstention of any interested member (if any), which shall be specified in the minutes or the relevant resolutions.

All Committee members present at the meeting shall sign the minutes.

**Clause 34** After each meeting of the Committee, the Secretary of the Committee shall prepare a meeting summary recording the considerations and discussions of the meeting.

Copies of the meeting summary shall be submitted to the board of directors of the Company and sent to all Committee members, secretary to the board of directors, the management department of the information disclosure affairs, the human resources department of the Company and other relevant departments and persons.

**Clause 35** Meeting minutes, meeting summary, letters of proxy, written opinions of the members of the Committee and other materials of the meeting shall be kept by the Secretary of the Committee and backed up in the Company's management department of the information disclosure affairs in accordance with the relevant requirements.

## **Chapter 7 Supplementary Provisions**

**Clause 36** Unless otherwise stated, terms used herein shall have the same meanings ascribed to them in the Articles.

**Clause 37** For any matter not covered in these Terms, or in the event of any contradiction with any laws, administrative regulations, normative documents, relevant regulatory rules of the place where the shares of the Company are listed or the Articles as amended under lawful procedures promulgated after these Terms become effective, such relevant national laws, administrative regulations, normative documents, relevant regulatory rules of the place where the shares of the Company are listed and the Articles shall prevail.

**Clause 38** These Terms shall take effect and come into force on the date of consideration and approval by the board of directors. Amendments to these Terms shall be proposed by the board of directors and become effective after the amendments approved by the board of directors.

**Clause 39** The rights of interpretation and amendment of these Terms shall be vested in the board of directors of the Company.

**Clause 40** These Terms are available in both Chinese and English. In case of discrepancy, the Chinese version shall prevail.

CIMC Vehicles (Group) Co., Ltd.  
March 2022