



# QINGDAO HOLDINGS INTERNATIONAL LIMITED

青島控股國際有限公司\*

(Incorporated in Bermuda with limited liability)

(Stock Code: 00499)

(the “Company”)

## Terms of reference for the Remuneration Committee (revised and adopted on 30 December 2022)

### Definitions

For the purposes of these terms of reference (the *Terms*):

**Board** means the board of Directors of the Company.

**Company Secretary** means the company secretary of the Company.

**Directors** means the members of the Board.

**Group** means the Company and its subsidiaries and associated companies at the relevant time or, where the context so requires, in respect of the period before the Company became the holding company of its present subsidiaries and associated companies, the present subsidiaries and associated companies of the Company or the businesses operated by its present subsidiaries and associated companies or (as the case may be) its predecessor.

**Remuneration Committee** means the remuneration committee established by the resolution of the Board in accordance with these Terms.

**Senior Management** includes the Directors, Chairman of the Board, chief executive officer, president, vice president and any other officer of the Group determined by the Board from time to time as senior management of the Company.

The word “remuneration”, as used in these Terms, includes without limitation any salaries, bonuses, allowances, benefits (in cash or in kind), pension arrangements, reimbursements, compensation payments (including any compensation payable for loss or termination of office or appointment), incentive payments and share options.

### Constitution

The Board has resolved to establish a committee of the Board to be known as the Remuneration Committee.

\* For identification purpose only

## **Membership**

The members of the Remuneration Committee shall be appointed by the Board from time to time comprising a majority of independent non-executive Directors and chaired by an independent non-executive Director. The quorum for meetings of the Remuneration Committee shall be two members.

Each member of the Remuneration Committee shall disclose to the Remuneration Committee:

- a. any personal financial interest (other than as a shareholder of the Company) in any matter to be decided by the Remuneration Committee; or
- b. any potential conflict of interest arising from a cross-directorship.

Any such member shall abstain from voting on resolutions of the Remuneration Committee in relation to which such interest exists and from participating in the discussions concerning such resolutions, and shall (if so required by the Board) resign from the Remuneration Committee.

## **Attendance at meetings**

Only members of the Remuneration Committee have the right to attend meetings of the Remuneration Committee. Other individuals such as the Chairman of the Board, the Chief Executive Officer, other Director(s) (who is not a member of the Remuneration Committee) and representative(s) of the Human Resources, may be invited to attend all or part of any meeting as and when appropriate.

The Board shall appoint the Chairman of the Remuneration Committee who shall chair all meetings of the Remuneration Committee. In the absence of the Chairman of the Remuneration Committee, the remaining members present shall elect one of the members to chair the meeting.

The Company Secretary or his/her designate shall be the secretary of the Remuneration Committee.

## **Frequency and conduct of meetings**

Meetings of the Remuneration Committee shall be held at least once a year.

Notice of any meetings of the Remuneration Committee has to be given at least 14 days prior to any such meeting being held, unless all members unanimously waive such notice. If a meeting is called by a shorter notice, it shall be deemed to have been duly called if it is so agreed by a majority of the members. A member who attends such a meeting shall deem to agree to the shorter notice.

Accompanying board committee papers should be sent in full to all members of the Remuneration Committee in a timely manner and at least 3 days before the intended date of a meeting of the Remuneration Committee (or such other period as agreed by its members).

Senior Management is obliged to supply the Remuneration Committee with adequate information in a timely manner, in order to enable it to make informed decisions. Where a member of the Remuneration Committee requires more information than is volunteered by Senior Management, the relevant member should make additional necessary enquiries.

### **Authority**

The Remuneration Committee is authorised by the Board to discharge its duties within these Terms. It is authorised to seek any remuneration information it requires from the Directors and/or Senior Management who are directed to co-operate with the Remuneration Committee.

The Remuneration Committee is authorised by the Board to obtain external independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. The Remuneration Committee shall be provided with sufficient resources to discharge its duties.

### **Duties**

The duties of the Remuneration Committee shall include:

- (a) to make recommendations to the Board on the issuer's policy and structure for all directors' and senior management remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy;
- (b) to review and approve the management's remuneration proposals with reference to the Board's corporate goals and objectives;
- (c) either:
  - i. to determine, with delegated responsibility, the remuneration packages of individual executive Directors and Senior Management; or
  - ii. to make recommendations to the board on the remuneration packages of individual executive Directors and Senior Management.

This should, including include benefits in kind, pension rights and compensation payments, including any compensation payable for loss or termination of their office or appointment;

- (d) to make recommendations to the Board on the remuneration of non-executive Directors;

- (e) to consider salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the Group;
- (f) to review and approve compensation payable to executive Directors and Senior Management for any loss or termination of office or appointment to ensure that it is consistent with contractual terms and is otherwise fair and not excessive;
- (g) to review and approve compensation arrangements relating to dismissal or removal of Directors for misconduct to ensure that they are consistent with contractual terms and is otherwise reasonable and appropriate;
- (h) to ensure that no Director or any of his associates is involved in deciding his own remuneration;
- (i) to review and/or approve matters relating to share schemes under Chapter 17 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”); and
- (j) to consider and implement other matters, as defined or assigned by the Board or otherwise required by the Listing Rules from time to time.

### **Reporting procedures**

Minutes of the Remuneration Committee’s meetings shall be kept by a duly appointed secretary of the meeting (who should normally be the Company Secretary), and such minutes shall be available for inspection at any reasonable time on reasonable notice by any Director.

Draft and final versions of minutes of such meetings should be sent to all members of the Remuneration Committee for their comment and records respectively, in both cases within a reasonable time after such meetings.

Without prejudice to the generality of the duties of the Remuneration Committee set out in these Terms, the Remuneration Committee shall report back to the Board and keep the Board fully informed of its decisions and recommendations, unless there are legal or regulatory restrictions on its ability to do so.

### **Terms available**

The Remuneration Committee shall make available these Terms on request and by inclusion on the Company’s website, thereby explaining its role and the authority delegated to it by the Board.

(If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.)