

SinoMedia[®]

SINOMEDIA HOLDING LIMITED

中 視 金 橋 國 際 傳 媒 控 股 有 限 公 司

(Incorporated in Hong Kong with limited liability)

(the “Company”)

(Stock Code: 00623)

TERMS OF REFERENCE OF THE NOMINATION COMMITTEE

(Adopted at the Board Meeting on 15 March 2012)

(Amended at the Board Meeting on 22 August 2013)

(Amended at the Board Meeting on 31 March 2025)

A. Constitution

Pursuant to the resolution passed on 15 March 2012 by the board of directors of the Company (the “**Board**”), the Nomination Committee was established as a committee of the Board.

B. Nomination Committee

1 Membership

- 1.1 Members of the Nomination Committee (“**Members**”, each a “**Member**”) shall be appointed by the Board from amongst the directors of the Company only and shall consist of not less than three (3) Members, with the majority being independent non-executive directors of the Company. The Board shall appoint at least one director of a different gender to the Nomination Committee.
- 1.2 The chairman (the “**Chairman**”) of the Nomination Committee, who is either the chairman of the Board or an independent non-executive director, shall be appointed by the Board.
- 1.3 The secretary of the Nomination Committee shall be appointed by the Board. The company secretary shall be the first secretary of the Nomination Committee.
- 1.4 The appointment of the members and secretary of the Nomination Committee may be revoked, or additional members may be appointed to the Nomination Committee by separate resolutions passed by the Board.

2 Proceedings of the Nomination Committee

2.1 Notice

- 2.1.1 Unless otherwise agreed by all Members, a meeting of the Nomination Committee (the “**Meeting**”) shall be called by at least seven (7) working days’ notice. Notice of Meeting shall state the time and place of the Meeting and shall be given to each Member orally in person or in writing. Any notice given orally shall be confirmed in writing.
- 2.1.2 A Member may at any time and, on the request of a Member, the secretary of the Nomination Committee shall, at any time summon a Meeting.

2.1.3 The agenda and accompanying paper together with other documents which may be required to be considered by the Members for the purposes of the Meeting shall be sent to all Members in a timely manner and at least three (3) working days before the intended date of the meeting or such other period as the Members may agree.

2.2 Quorum

The quorum of the Meeting shall be constituted by two (2) Members.

2.3 Attendance of Meetings by non-members

Other members of the Board, apart from the Members, shall have the right to attend any Meetings, but shall not be counted in the quorum of the relevant Meetings.

2.4 Frequency of Meetings

Meetings shall be held at least once every year. The Members may call any Meeting at any time when necessary.

2.5 Voting

Resolutions of the Nomination Committee at any Meeting shall be passed by a majority of votes of the Members present. In the event of equal votes, the Chairman shall have the right of second vote or casting vote.

2.6 Others

Meetings may be held in person, by telephone or by video conference or by other electronic means of communication.

3 Written resolutions

Resolutions may be passed by all Members in writing.

4 Alternate members

No Members shall appoint any alternate to attend the meeting or perform his duties thereat.

5 Authority

The Nomination Committee may exercise the following powers:

- 5.1 determining the policy for the nomination of directors of the Company;
- 5.2 delegating its authority and duties to sub-committees, or individual Members, as it deems appropriate; and
- 5.3 such authorities and responsibilities set out in the relevant code provisions of the Corporate Governance Code contained in Appendix C1 to the Listing Rules (as amended from time to time).

6 Duties

- 6.1 The duties of the Nomination Committee shall include, without limitation:
 - 6.1.1 reviewing the structure, size and diversity (including the gender, age, cultural and educational background, skills, knowledge, professional experience and length of service) of the Board at least annually, assisting the Board in maintaining a board skills matrix, and making recommendation to the Board regarding any proposed changes to implement the Company's corporate strategy;
 - 6.1.2 with due regard for the benefits of diversity on the Board, identifying individuals suitably qualified to become Board members and selecting or making recommendations to the Board on the selection of individuals nominated for directorships;
 - 6.1.3 assessing the independence of independent non-executive directors of the Company;
 - 6.1.4 making recommendations to the Board on the appointment or re-appointment of directors of the Company and the succession planning for directors of the Company, in particular the chairman of the Board and the chief executive, taking into account the Company's corporate strategy and the mix of skills, knowledge, experience and diversity needed in the future;
 - 6.1.5 supporting the Company's regular evaluation of the Board's performance;
 - 6.1.6 regularly reviewing the time required from a director to perform his responsibilities;

6.1.7 reviewing the Board Diversity Policy, as appropriate; and reviewing the measurable objectives that the Board has set for implementing the Board Diversity Policy, and the progress on achieving the objectives; and making disclosure of its review results in the Corporate Governance Report annually;

6.1.8 doing any such things to enable the Nomination Committee to discharge its powers and functions conferred on it by the Board; and

6.1.9 conforming to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the Company's constitution or imposed by legislation.

6.2 The Nomination Committee shall be provided with sufficient resources to enable it to perform its functions, including the resources for seeking independent professional advice.

7 Reporting procedures

7.1 The secretary of the Nomination Committee shall circulate the draft and final minutes of Meetings and all written resolutions of the Nomination Committee to all members of the Board.

7.2 The secretary of the Nomination Committee shall maintain as part of the Company's corporate records all approved minutes of Meetings and reports.

8 Annual general meetings of the Company

The Chairman or another Member shall attend the Company's annual general meetings and be prepared to respond to questions raised by shareholders of the Company on the Nomination Committee's activities and responsibilities.