
HENG TAI CONSUMABLES GROUP LIMITED (the “**Company**”)
(Incorporated in the Cayman Islands with limited liability)

NOMINATION COMMITTEE - TERMS OF REFERENCE

Adopted on 1 July 2005

Amended on 30 June 2008, 28 February 2012, 11 August 2015, 31 December 2018 and 26 September 2025

1 Constitution

The board of directors of the Company (the “**Board**”) resolved to constitute and establish a nomination committee (the “**Nomination Committee**”) on 1 July 2005, with authority and specific duties as described below.

2 Membership

2.1 The members of the Nomination Committee shall be appointed by the Board and shall consist of not less than three members, the majority of whom should be independent non-executive directors. The Board shall appoint at least one director of a different gender as a member of the Nomination Committee.

2.2 The chairman of Nomination Committee shall be appointed by the Board and who should be either the chairman of the Board or an independent non-executive director. In the absence of the Nomination Committee chairman and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting. The chairman of the Board shall not chair the Nomination Committee when it is dealing with the matter of succession to the chairmanship.

3 Attendance at meetings

3.1 Only members of the Nomination Committee have the right to attend and entitled to vote at the Nomination Committee meetings. However, at the invitation of the Nomination Committee, other Board members, senior management, external advisors or other persons deemed appropriate may be invited to attend all or part of any meetings.

3.2 The company secretary of the Company or his or her nominee shall be the secretary of the Nomination Committee attending meetings.

4 Frequency and proceedings of meetings

4.1 The Nomination Committee shall meet at least annually. Additional meetings shall be held as the work of the Nomination Committee demands.

4.2 The chairman of the Nomination Committee may convene additional meetings at his/her discretion.

4.3 The quorum for a meeting shall be two members.

4.4 Meetings can be held in person, by means of such telephone, electronic or other communication facilities as permit all committee members participating in the meeting to communicate with each other simultaneously and instantaneously.

4.5 Written resolutions signed by all members of the Nomination Committee shall be as valid and effectual as if it had been passed at a meeting of the Nomination Committee duly convened and held.

4.6 Minutes shall be kept by the secretary of the Nomination Committee. Draft and final versions of minutes shall be circulated to all members of the Nomination Committee for their comment and records respectively, in both cases within a reasonable period of time after the meeting.

4.7 Except for provided herein, proceedings of the Nomination Committee’s meetings shall be governed by the provisions contained in the articles of association of the Company.

5 Authority

- 5.1 The Nomination Committee is authorised to seek sufficient resources to perform its duties.
- 5.2 The Nomination Committee is authorised by the Board, when necessary, seek independent professional advice at the Company's expense to perform its responsibilities.

6 Duties

The duties of the Nomination Committee include:

- 6.1 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;
- 6.2 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;
- 6.3 to assess the independence of independent non-executive directors of the Company;
- 6.4 to make recommendations to the Board on the appointment or re-appointment of directors and succession planning for directors, in particular the chairman and the chief executive;
- 6.5 to support the Company's regular evaluation of the Board's performance.
- 6.6 to review the Board Diversity Policy (the "Policy"), as appropriate; and review the measurable objectives that the Board has set for implementing the Policy; and make disclosure of its review results or a summary of the Policy in the Corporate Governance Report of the Company annually;
- 6.7 where the Board proposes a resolution to elect an individual as an independent non-executive director at the general meeting, it should set out in the circular to shareholders and/or explanatory statement accompanying the notice of the relevant general meeting:
 - 6.7.1 the process used for identifying the individual and why the Board believes the individual should be elected and the reasons why it considers the individual to be independent;
 - 6.7.2 if the proposed independent non-executive director will be holding their seventh (or more) directorship of an issuer listed on the Main Board or GEM, why the Board believes the individual would still be able to devote sufficient time to the Board;
 - 6.7.3 the perspectives, skills and experience that the individual can bring to the Board; and
 - 6.7.4 how the individual contributes to diversity of the Board; and
- 6.8 to consider other topics, as defined by the Board from time to time.

7 Reporting Responsibilities

The Nomination Committee shall report their decisions or recommendations to the Board, unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements).

8 Annual General Meeting

The chairman of the Nomination Committee (or in his/her absence, another member of the Nomination Committee or failing this, his/her duly appointed delegate) shall attend the annual general meeting of the Company prepared to respond to any shareholder questions on the Nomination Committee's activities and their responsibilities.

9 Publication of the Terms of Reference

The Nomination Committee should make available these terms of reference, explaining its role and the authority delegated to it by the Board by including them on the websites of The Stock Exchange of Hong Kong Limited and of the Company.