

# **XINTE ENERGY CO., LTD.**

## **Nomination Committee of the Board Terms of Reference**

**June 2025**

## **CONTENTS**

CHAPTER 1 GENERAL PROVISIONS .....	3
CHAPTER 2 COMPOSITION OF THE COMMITTEE .....	3
CHAPTER 3 DUTIES OF THE COMMITTEE .....	4
CHAPTER 4 MEETINGS OF THE COMMITTEE .....	5
CHAPTER 5 PROCEEDINGS OF MEETINGS .....	6
CHAPTER 6 SUPPLEMENTARY PROVISIONS.....	9

## Chapter 1 General Provisions

**Article 1** In order to establish a regulated nomination management system for directors, senior management and relevant personnel of XINTE ENERGY CO., LTD. (the “**Company**”), improve the composition of the board of directors (the “**Board**”), perfect the corporate governance structure, the Company hereby established the nomination committee (the “**Nomination Committee**” or the “**Committee**”) of the board of directors (the “**Board**”) and formulated this terms of reference (“**Terms of Reference**”) in accordance with the Company Law of the People’s Republic of China, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**The Stock Exchange**”) (the “**Listing Rules**”) and the Corporate Governance Code set out in Appendix C1 of the Listing Rules, the Articles of Association of XINTE ENERGY CO., LTD. (the “**Articles of Association**”) and other relevant regulations.

**Article 2** The Nomination Committee is a special committee established under the Board and is responsible for providing advice or suggestions for decision-making by the Board and the chairman of the Board in relation to issues within the scope of authorization delegated by the Board, and shall be accountable and report to the Board.

## Chapter 2 Composition of the Committee

**Article 3** The Committee shall comprise five directors, at least one of whom shall be of a different gender and a majority of whom shall be independent non-executive directors.

**Article 4** Members of the Committee shall be nominated by the chairman of the Board, half or more of the independent non-executive directors or one-third or more of all the directors, and be elected by more than half of all the directors; upon the approval of the resolution for the re-election of members, the appointment of the newly-elected member shall become effective immediately after such resolution of the Board takes effect.

**Article 5** The Committee shall have a chairman responsible for hosting the work of the Committee, and the position shall be held by the chairman of the Board or an independent non-executive director with the consideration and approval of the Board. When the chairman of the Committee is unable to or cannot discharge his/her duties, another member (who shall be an independent non-executive director) can be designated to act as the chairman.

**Article 6** The term of office of the members of the Committee shall be the same as that of the directors. A member of the Committee may serve consecutive terms if re-elected upon the expiry of his/her term of office. If any member ceases to be a director of the Company during his/her term of office, he/she shall *ipso facto* cease to be a member of the Committee.

**Article 7** A member of the Committee may resign before the expiry of his/her term of office. The written resignation report shall include a statement of the reasons for such resignation and if necessary, the matters that shall be brought to the attention of the Board.

**Article 8** The terms of office of members of the Committee may be adjusted during their terms of office according to the recommendation of the chairman of the Board and upon the consideration and approval of the Board.

**Article 9** In the event that the number of members of the Committee falls below the quorum provided in the Terms of Reference, the vacancy shall be filled up in accordance with the Terms of Reference.

### **Chapter 3 Duties of the Committee**

**Article 10** The main duties of the Committee are as follows:

- (1) to study the standards and procedures for selection of directors and senior management staff, and make recommendations to the Board;
- (2) the Committee shall study the structure, number of members and composition (including the skills, knowledge and experience of directors) of the Board at least once a year, assist the Board in maintaining a Board skills matrix, and make recommendations concerning changes to the Board arising from strategic changes of the Company, and the Committee has formulated a policy on diversity of members of the Board;
- (3) to recruit qualified candidates from human resource markets at home and abroad and internal talent pool;
- (4) to make recommendations to the Board in respect of candidates for directors and senior management staff and examine their qualifications, and make recommendations to the Board in respect of the appointment or reappointment of directors and the succession plans of directors (in particular the chairman of the Board and the president);
- (5) to evaluate the independence of the independent non-executive directors;
- (6) to support the Company's regular evaluation of the performance of the Board;
- (7) to review the directors' time commitment and contribution to the Board on a regular basis, as well as to assess whether the directors have performed their duties effectively by way of appraisal; and
- (8) other duties as assigned by the Board.

The Committee shall make public its terms of reference and explain its roles and the powers granted by the Board. The Committee shall be provided with sufficient resources to discharge its duties.

**Article 11** The duties of the chairman of the Committee are as follows:

- (1) to convene and chair the meetings of the Committee;
- (2) to supervise and examine the operations of the Committee;
- (3) to sign relevant documents of the Committee;
- (4) to report to the Board on the operations of the Committee;
- (5) other duties as requested by the Board.

**Article 12** The Committee shall exercise its authority in compliance with the Company Law, the Articles of Association and the Terms of Reference and shall not prejudice the interests of the Company and its shareholders.

**Article 13** The Committee may, if necessary, engage intermediary agencies to provide professional advice for its decision-making upon obtaining authorization from the Board, and the reasonable expenses incurred thereby shall be borne by the Company.

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

**Article 14** The Committee shall meet at least once a year, with a written notice dispatched to all members two days prior to the meeting. The meeting shall be chaired by the chairman of the Committee, and if the chairman is unable to perform his/her duties, he/she may designate another member to chair the meeting. In case of emergencies or extraordinary circumstances, the aforesaid time and procedures of notice may be waived upon the agreement of the chairman, but the chairman shall explain accordingly at the meeting.

**Article 15** A meeting of the Committee may be convened at the request of the chairman of the Committee or half or more of the members of the Committee.

**Article 16** The Company's securities department, as an organ for the routine work of the Committee, shall be responsible for daily work liaison, making arrangements for meetings, and liaising and coordinating with relevant departments of the Company as well as clerical and secretarial duties. The relevant departments of the Company shall cooperate with the Company's securities department in its work.

The Company's securities department shall be responsible for the notice of meeting and affairs of the Committee. The notice of meeting, to be dispatched by means of fax, email or delivery in person, shall specify, among others, the time, venue, form, proposer, date, agenda and items of the meeting, the time of issuing the notice, and the contact person and contact details of the meeting.

**Article 17** Upon the receipt of the notice of meeting, members of the Committee shall give acknowledgement and reply by providing relevant information (including but not limited to availability for the meeting and schedule) in a timely and appropriate manner.

**Article 18** The quorum of the meetings of the Committee shall be more than half of the members.

Members of the Committee shall attend meetings in person (including attending on-site meetings in person or by means of communications). A member who is unable to attend a meeting in person may by a duly signed power of attorney appoint another member of the Committee to attend and exercise relevant powers at the meeting on his/her behalf. The power of attorney shall specify, among others, the names of the principal and the proxy, the scope of authorization, the restriction of authorization and the validity period of authorization, with the signatures or seals of the principal and the proxy.

**Article 19** Any member of the Committee failing to attend two consecutive meetings of the Committee in person without justifiable reasons and without appointing another member to attend on his/her behalf shall be deemed as incapable of performing the duties of a member of the Committee, and shall be subject to replacement by the Board in accordance with the Terms of Reference.

## **Chapter 5 Proceedings of Meetings**

**Article 20** The Committee shall study the requirements for selection, procedures for selection and appointment and terms of office of directors and senior management staff of the Company in accordance with the requirements of relevant laws and regulations and the Articles of Association by taking into account the actual circumstances of the Company, and submit a proposal to the Board for consideration and approval.

**Article 21** The procedures for selection and appointment of directors and senior management staff shall be as follows:

- (1) the Committee shall actively communicate with shareholders and relevant departments of the Company and study on the need for new directors and senior management staff;

- (2) the Committee may extensively search for directors and senior management staff from shareholders, the Company and the external market;
- (3) information on the occupation, academic qualifications, job title, work experience, all part-time positions of the initial candidates and whether they possess requirements for making applications in respect of appointment qualifications for directors and senior management of a futures company shall be collected;
- (4) the consent of the nominees shall be sought;
- (5) a meeting of the Nomination Committee shall be convened to examine the qualifications of the initial candidates;
- (6) the recommendations on and the relevant materials of the candidates for directors and senior management staff shall be submitted to the Board;
- (7) other follow-up work shall be carried out based on the decision and feedback of the Board.

**Article 22** In principle, a meeting of the Committee shall be held in the form of on-site meeting, where voting shall be made by a show of hands or by poll. In order to allow all members to fully express their opinions, a meeting may be held by communications means or circulation of written resolutions. Communication means refers to the use of telephone, video conference and other means to participate in the meeting; circulation of written resolutions refers to the way of making decision on proposals by delivering meeting materials to all members for consideration by facsimile, e-mail, WeChat, courier or by hand or otherwise. Members of the Committee shall submit documents of the meeting of the Committee such as completed votes and signed examination opinions to the office of the Board within the deadline specified in the notice of meeting

**Article 23** When reviewing and discussing the proposed matters at the meeting of the Committee, members shall clearly, independently and fully express their views based on their own judgment. The main opinions of each member shall be specified in the minutes of the meeting.

**Article 24** The chairman of the Committee shall, on the basis of adequate review and discussion, form an examination opinion on the matters discussed at the meeting of the Committee by summarizing the discussions and opinions of the members at the meeting, and shall make arrangements for members to vote on the matters discussed and the examination opinion by a show of hands or by poll. Each member of the Committee shall have one vote. The examination opinion on the matters discussed at the meeting formed by the meeting of the Committee shall be passed by more than half of all members. Members who cast dissenting votes are entitled to demand their objection to be stated in the examination opinion of the Committee.

In the event of insufficient information or data as required by the proposed matters, resulting in half or more of the members are of the view that no discussion or judgment can be made, the chairman of the Committee shall have the right to require the provision of additional information or data before further consideration.

Save as described above, the Committee shall express its examination opinions on the matters considered with explicit agreement or disagreement.

**Article 25** The secretary to the Board of the Company shall be in-attendance at meetings of the Committee, and other directors, supervisors and relevant senior management staff of the Company, personnel of relevant functional departments of the Company as well as relevant experts, scholars and representatives from intermediary agencies may be invited to be in-attendance at meetings when necessary. Person in-attendance at meetings shall give explanations on relevant matters at the request of members of the Committee.

**Article 26** Where a member of the Committee is interested in the matter being discussed at a meeting of the Committee, he/she shall abstain from attending or withdraw from such meeting.

**Article 27** Minutes shall be kept for the meetings of the Committee, bearing signatures of the members present at the meetings. Written documents regarding the minutes and resolutions of the Committee shall be kept by the Company's securities department for a period of no less than 10 years. The draft and final versions of the minutes of the Committee shall be delivered to all members of the Committee within a reasonable period of time after the meeting for members' comment and inspection purposes respectively.

**Article 28** Proposals and voting results adopted at meetings of the Committee shall be reported to the Board of the Company in writing. In the case that it is difficult to reach an agreement on a proposal, the different opinions shall be submitted to the Board with explanations.



**Article 29** Members attending meetings shall undertake confidentiality obligations for all items discussed at the meetings, and relevant information shall not be disclosed without permission.

## **Chapter 6    Supplementary Provisions**

**Article 30** Unless otherwise specified, the terms used herein shall have the same meaning ascribed thereto under the Articles of Association.

**Article 31** The senior management staff mentioned in the Terms of Reference refer to the general manager, vice-general manager, officer-in-charge of financial affairs, secretary to the Board and other senior management staff as determined by the Articles of Association.

**Article 32** The terms “or more” and “at least” mentioned in the Terms of Reference shall include the underlying number, while the term “more than half” shall not include the underlying number.

**Article 33** Upon the consideration and approval of the Board, the Terms of Reference shall become effective on the date of initial issue and listing of shares in Hong Kong by the Company.

**Article 34** Any matters not covered by the Terms of Reference shall be subject to relevant laws, regulations, rules of securities regulatory authorities and stock exchanges of China and the Articles of Association. In case of any discrepancy between the Terms of Reference and the laws and regulations to be promulgated by the government of China in the future, the rules of securities regulatory authorities and stock exchanges, or the Articles of Association as amended according to lawful procedures, the relevant laws and regulations, rules of securities regulatory authorities and stock exchanges of China and the Articles of Association shall prevail, and the Terms of Reference shall be amended immediately for consideration and approval of the Board.

**Article 35** The Terms of Reference are written in Chinese . In case of any discrepancy between the Chinese text and English text of the Terms of Reference, the Chinese text shall prevail.

**Article 36** The Terms of Reference shall be construed and interpreted by the Board of the Company.

XINTE ENERGY CO., LTD.  
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