



中港石油有限公司\*

CHK OIL LIMITED

("the Company")

## TERMS OF REFERENCE OF NOMINATION COMMITTEE

### **1. Constitution**

- 1.1 The Nomination Committee (the "**Committee**") is a committee of the board of directors of the Company (the "**Board**") established on 30 March 2012.

### **2. Membership**

- 2.1 The members of the Committee shall be appointed by the Board from amongst the members of the Board and shall comprise a minimum of three members, with the majority being independent non-executive directors ("**INED(s)**").
- 2.2 The chairman of the Committee shall be chaired by the chairman of the Board or an INED.
- 2.3 All members of the Committee can be removed by the Board at its sole discretion. The Board shall from time to time vary the composition of the Committee as may be required by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("**Stock Exchange**") as modified from time to time (the "**Listing Rules**") or the rules of any other stock exchange in respect of which the shares of the Company are listed or quoted, or other codes, rules and regulations as may be prescribed by the applicable regulatory authority from time to time.

### **3. Attendance at meetings**

- 3.1 The chairman of the Board, professional advisers or other persons may be invited by the Committee to attend the meetings of the Committee. Other Board members shall also have the right of attendance. However, only members of the Committee are entitled to vote at the meetings of the Committee.
- 3.2 The company secretary of the Company (the "**Company Secretary**") shall be the secretary of the Committee, and, in the absence of the Company Secretary, any such other person as may from time to time be nominated by the Company Secretary, subject to the approval of the Committee, shall act as secretary of the Committee.

#### **4. Frequency of meetings**

- 4.1 The Committee shall meet at least once a year. Additional meetings should be held as the work of the Committee demands.

#### **5. Notice of Meetings**

- 5.1 The meetings of the Committee shall be convened by the secretary of the Committee with a notice of no less than fourteen (14) days prior to any such meeting being held, unless all members of the Committee unanimously waive such notice.
- 5.2 Irrespective of the length of notice being given, attendance of a meeting by a member of the Committee shall be deemed waiver of the requisite length of notice by such member.
- 5.3 Notice of any adjourned meeting is not required if adjournment is for less than fourteen (14) days.

#### **6. Proceedings of meetings**

- 6.1 The quorum necessary for the transactions of business of the Committee shall be two, of whom at least one has to be INED. Meetings may be held in person, by telephone or by video conference.
- 6.2 Resolution(s) shall be passed by simple majority of votes at the meetings of the Committee. In the case of equality of votes, the chairman of the Committee shall have a casting vote.

#### **7. Authority**

- 7.1 The Committee is authorized by the Board:
- (i) to consult the chairman and the chief executive officer about their proposals relating to the nomination of other executive directors;
  - (ii) to seek any nomination related information it requires from any senior management who are directed to co-operate with any request made by the Committee; and
  - (iii) to seek independent professional advice, if necessary.
- 7.2 The Committee will be provided with sufficient resources to perform its duties.

## 8. Duties

### 8.1 The duties of the Committee shall be:

- (i) review the structure, size and composition (including the skills, knowledge and experience) of the Board at least annually and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;
- (ii) identify individuals suitably qualified to become board members and select or make recommendations to the Board on the selection of individuals nominated for directorships having due regard to the policy for nomination of Directors (the "**Nomination Policy**") and the board diversity policy of the Company (the "**Board Diversity Policy**");
- (iii) assess the independence of INEDs and review the INED's annual confirmations on their independence;
- (iv) 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;
- (v) to review the Nomination Policy, as appropriate, and to make recommendations to the Board for approval on any proposed revisions thereof; and
- (vi) to review and update, if required, the Board Diversity Policy on an annual basis and to make recommendations to the Board for review and approval.

## 9. Minutes

- 9.1 Minutes of each meeting of the Committee should record in sufficient details by the secretary of the Committee, a copy of draft and final version of minutes of such meeting should be sent to its members within a reasonable period of time for their comments and records respectively.
- 9.2 Resolution(s) in writing signed by all members of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.
- 9.3 Minutes or resolution(s) in writing shall be kept by the secretary of the Committee and shall be opened for the Board's inspection.

## **10. Reporting**

- 10.1 The Committee shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities by way of minutes or any other appropriate ways.

## **11. Publication of the terms of reference**

- 11.1 The terms of reference will be posted on the website of the Stock Exchange and the Company. A copy of the terms of reference will be made available to any person without charges upon request.

*Note: If there is any inconsistency between the English and Chinese versions of this Terms of Reference, the English version shall prevail.*