

**TANG PALACE (CHINA) HOLDINGS LIMITED**

**唐宮(中國)控股有限公司**

**(Stock Code:1181)**

**(股份代號:1181)**

**董事會審核委員會職權範圍**

**Terms of reference of  
the Audit Committee of the Board of Directors**

**(adopted on 25 March 2011)**

**(於 2011 年 3 月 25 日採納)**

**(amended on 1 January 2016 and 1 January 2019)**

**(於 2016 年 1 月 1 日及 2019 年 1 月 1 日修訂)**

**TANG PALACE (CHINA) HOLDINGS LIMITED**

唐宮(中國)控股有限公司

(the “Company” and “本公司”)

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**Terms of reference of the Audit Committee (the “Committee”)  
of the Board of Directors (the “Board”) of the Company  
本公司董事會(“董事會”)審核委員會(“委員會”)  
職權範圍**

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**1. Constitution**

**組成**

1.1 The Committee is established pursuant to a resolution passed by the Board at its meeting held on 25 March 2011.

本委員會是按董事會於 2011 年 3 月 25 日會議通過成立的。

**2. Membership**

**成員**

2.1 Members of the Committee shall be appointed by the Board from amongst the non-executive directors of the Company (including independent non-executive directors of the Company) and shall consist of not less than three members, a majority of whom should be independent. At least one of the members shall be an independent non-executive director with appropriate professional qualifications or accounting or related financial management expertise as required in Rule 3.10(2) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”).

委員會由董事會從其非執行董事(包括本公司獨立非執行董事)中委任組成。委員會人數最少三名。大部分需為獨立人士。其中至少一名委員會成員須按照香港聯合交易所有限公司證券上市規則(“**上市規則**”)第 3.10(2)條具備適當專業資格或會計或相關財務管理知識。

A former partner of the Company’s existing auditing firm shall be prohibited from acting as a member of the Committee for a period of at least two (2) years from the date of his ceasing:

現時負責審計本公司賬目的核數公司的前任合夥人在以下日期(以日期較後者為準)起計至少兩年內，不得擔任委員會的成員：

- (a) to be a partner of the firm; or
- (b) to have any financial interest in the firm, whichever is later.

- (a) 他終止成為該公司合夥人的日期；
- 或
- (b) 他不再享有該公司財務利益的日期。

2.2 The Chairman of the Committee shall be appointed by the Board or elected among the members of the Committee and shall be an independent non-executive director.

委員會主席由董事會委任或經委員會會員選舉、及必須是獨立非執行董事。

2.3 The company secretary of the Company shall be the secretary of the Committee. In the absence of the secretary of the Committee, Committee members present at the meeting may elect among themselves or appoint another person as the secretary for that meeting.

2.4 The appointment of the members of the Committee may be revoked, or additional members may be appointed to the Committee by separate resolutions passed by the Board and by the Committee. An appointment of Committee member shall be automatically revoked if such member ceases to be a member of the Board.

### 3. Proceedings of the Committee

#### 3.1 *Notice:*

(a) Unless otherwise agreed by all the Committee members, a meeting shall be called by at least seven days' notice. Such notice shall be sent to each member of the Committee, and to any other person invited to attend. Irrespective of the length of notice being given, attendance of a Committee member at a meeting constitutes a waiver of such notice unless the Committee member attending the meeting attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business on the grounds that the meeting has not been properly convened.

(b) A Committee member may and, on the request of a Committee member, the secretary to the Committee shall, at any time summon a Committee meeting. Notice shall be given to each Committee member in person orally or in writing or by telephone or by email or by facsimile transmission at the telephone or facsimile or address or email address from time to time notified to the secretary by such Committee member or in such other manner as the Committee members may from time to time determine.

(c) Any notice given orally shall be confirmed in writing as soon as practicable and before the meeting.

本公司的公司秘書為委員會的秘書。如委員會秘書缺席，出席會議的委員會成員將在他們當中選出秘書或委任其他人士擔任該會議的秘書。

經董事會及委員會分別通過決議，方可委任額外或罷免委員會成員。如該委員會成員不再是董事會的成員，該委員會成員的任命將自動撤銷。

### 會議程序

#### 會議通知：

(a) 除非委員會全體成員同意，委員會的會議通知期，不應少於七天。該通知應發給所有委員會成員及其他獲邀出席的人士。不論通知期長短，委員會成員出席會議將構成放棄該通知，除非出席會議的委員會成員在會議開始之時，以會議還沒有得到正確的召開為理由為目的，出席以表達反對會議處理任何事項。

(b) 任何委員會成員或委員會秘書（應委員會成員的要求時）可於任何時候召集委員會會議。召開會議通告必須親身以口頭或以書面形式、或以電話、電子郵件、傳真或其他委員會成員不時議定的方式發出予各委員會成員（以該成員最後通知秘書的電話號碼、傳真號碼、地址或電子郵箱地址為準）。

(c) 口頭會議通知應盡快（及在會議召開前）以書面方式確實。

- (d) Notice of meeting shall state the purpose, time and place of the meeting. An agenda together with other documents which may be required to be considered by the members of the Committee for the purposes of the meeting should generally be delivered to all Committee members 7 days (and in any event not less than 3 days) before the intended date of the Committee meeting (or such other period as all the Committee members may agree)
- (d) 會議通告必須說明會議目的、時間和地點。議程及隨附需要委員會成員於會議上考慮的其他有關文件一般在預期召開委員會會議前 7 天 (無論如何不少於 3 天) (或經所有委員會成員同意的其他時段)送達各委員會成員參閱。
- 3.2 **Quorum:** The quorum of the Committee meeting shall be two members of the Committee.
- 法定人數:** 委員會會議的法定人數為兩位委員會成員。
- 3.3 **Attendance:** The Company's staff having accounting and financial reporting functions, the Head of Internal Audit (or any officer(s) assuming the relevant functions but having a different designation) and representative(s) of the external auditors shall normally attend meetings of the Committee. Other Board members shall also have the right of attendance. However, at least once a year the Committee shall meet with the external auditors without the presence of members of the Executive Board and the management of the Company.
- 列席:** 本公司擁有會計和財務報告功能的職員、本公司內部核數的主管(或任何主管承擔類似工作, 但被指定為不同職稱)及外聘核數師的代表通常應出席委員會會議。其他董事會的成員亦有權出席會議。無論如何, 委員會應至少每年一次在沒有本公司執行董事會成員及管理層出席的情況下, 會見外聘核數師。
- 3.4 **Frequency:** Meetings shall be held at least twice annually or more frequently if circumstances require. The external auditors may request the Chairman of the Committee to convene a meeting, if they consider that one is necessary.
- 次數:** 每年最少開會兩次或多於兩次(若有所需)。如外聘核數師認為需要, 可要求委員會主席召開會議。
4. **Written resolutions**
- 書面決議**
- 4.1 Written resolutions may be passed by all Committee members in writing.
- 書面決議可經所有委員會成員以書面贊成方式通過。
5. **Alternate Committee members**
- 替任委員會成員**
- 5.1 A Committee member may not appoint any alternate.
- 委員會成員不能委任替任人。
6. **Authority of the Audit Committee**
- 審核委員會的權力**
- 6.1 The Committee may exercise the following powers:
- 委員會可以行使以下權力:

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| <p>(a) to seek any information it requires from any employee of the Company and its subsidiaries (hereinafter collectively referred to as “<b>Group</b>”) and any professional advisers (including auditors), to require any of them to prepare and submit reports and to attend Committee meetings and to supply information and address the questions raised by the Committee;</p> | <p>(a) 要求本公司及其任何附屬公司(合稱“<b>本集團</b>”)的任何僱員及任何專業顧問(含核數師)提交報告、出席委員會會議，並提供所需資料及解答委員提出的問題；</p> |
| <p>(b) to monitor whether the Group’s management has, in the performance of their duties, infringed any policies set by the Board or any applicable law, regulation and code (including the Listing Rules and other rules and regulations from time to time determined by the Board or a committee thereof);</p>   | <p>(b) 監控本集團管理人員在履行職務時有否違反董事會訂下的政策或適用的法律、法規及守則(包括上市規則及董事會或其委員會不時訂立的規則)；</p>               |
| <p>(c) to investigate any activity within these terms of reference and all suspected fraudulent acts involving the Group and request the management to make investigation and submit reports;</p>  | <p>(c) 調查本職權範圍中的任何活動及所有涉及本集團的懷疑欺詐事件及要求管理層就此等事件作出調查及提呈報告；</p>                              |
| <p>(d) to review the Group’s risk management and internal control procedures and systems;</p>  | <p>(d) 檢討本集團的風險管理及內部監管措施及系統；</p>  |
| <p>(e) to review the performance of the Group’s employees in the accounting and internal audit department;</p>   | <p>(e) 檢討本集團的會計及內部核數部門僱員的表現；</p>  |
| <p>(f) to make recommendations to the Board for the improvement of the Group’s risk management and internal control procedures and systems;</p>  | <p>(f) 向董事會提出建議改善本集團的風險管理及內部監控措施及系統；</p>  |
| <p>(g) to request the Board to convene a shareholders’ meeting (if necessary) for purposes of revoking the appointment of any director and to dismiss any employees if there is evidence showing that the relevant director and/or employee has failed to discharge his duties properly;</p>   | <p>(g) 在有證據顯示有關董事及/或僱員失職時，要求董事會召開股東大會(如有需要)罷免董事的任命及僱員的職務；</p>                             |
| <p>(h) to request the Board to take all necessary actions, including convening an extraordinary general meeting, to replace and dismiss the auditors of the Group;</p>   | <p>(h) 要求董事會採取任何必要行爲，包括召開特別股東大會，更替及罷免本集團的核數師；</p>   |
| <p>(i) to obtain outside legal or other independent professional advice at the expenses of the Company on any matters within these terms of reference as it considers necessary and to secure the attendance of outsiders with relevant experience and expertise, if it considers this necessary;</p>  | <p>(i) 如委員會覺得有需要，可就涉及本職權範圍的事宜向外界尋找法律或其他獨立專業意見，費用均由本公司支付及可邀請有相關經驗及專業才能的外界人士出席委員會會議；</p>    |

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| (j) to commission reports or surveys as are necessary to assist in the performance of its duties at the cost of the Company;   | (j) 如委員會覺得有需要，可運用本公司資金委托製作報告或進行調查以協助履行其職務；            |
| (k) to have access to sufficient resources in order to perform its duties;   | (k) 可取得足夠資源以履行其職務；                                    |
| (l) where there is any disagreement between the Committee and the Board on the selection, appointment, resignation or dismissal of the external auditors which cannot be resolved, to report its own recommendation on such matters to the shareholders; | (l) 當委員會及董事會在挑選、委任、辭任或辭退外聘核數師事宜上意見不合並未能解決時，可向股東報告其建議； |
| (m) to review annually these terms of reference and their effectiveness in the discharge of its duties and to make recommendation to the Board any changes it considers necessary; and   | (m) 每年檢討本職權範圍及履行其職權的有效性，如委員會覺得有需要，可向董事會提供修改建議；及       |
| (n) to exercise such powers as the Committee may consider necessary and expedient so that their duties under section 7 below can be properly discharged.   | (n) 為使委員會能恰當地執行其於下述第 7 章的責任，行使其認為有需要及適當的權力。           |
| 6.2 The Committee should be provided with sufficient resources to perform its duties.  | 委員會應獲供給充足資源以履行其職責。                                    |

## 7. **Duties**

7.1 The duties of the Committee shall be:

### *Relationship with the Company's auditors*

- (a) to be primarily responsible for making recommendations to the Board on the appointment, reappointment and removal of the external auditor, and to approve the remuneration and terms of engagement of the external auditor, and any questions of its resignation or dismissal;
- (b) to review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process in accordance with applicable standards. The Committee should discuss with the auditor the nature and scope of the audit and reporting obligations before the audit commences;

## **責任**

委員會負責履行以下責任：

### *與本公司核數師的關係*

- (a) 主要負責就外聘核數師的委任、重新委任及罷免向董事會提供建議、批准外聘核數師的薪酬及聘用條款，及處理任何有關該核數師辭職或辭退該核數師的問題；
- (b) 按適用的標準檢討及監察外聘核數師是否獨立客觀及核數程序是否有效；委員會應於核數工作開始前先與核數師討論核數性質及範疇及有關申報責任；

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| <p>(c) to ensure co-ordination where more than one audit firm is engaged before the audit commences;</p>   | <p>(c) 如多於一家外聘核數師公司參予核數工作時，確保他們能互相配合；</p>   |
| <p>(d) to develop and implement policy on engaging an external auditor to supply non-audit services. For this purpose, “external auditor” includes any entity that is under common control, ownership or management with the audit firm or any entity that a reasonable and informed third party knowing all relevant information would reasonably conclude to be part of the audit firm nationally or internationally. The Committee should report to the Board, identifying and making recommendations on any matters where action or improvement is needed;</p> | <p>(d) 就外聘核數師提供非核數服務制定政策，並予以執行。就此規定而言，「外聘核數師」包括與負責核數的公司處於同一控制權、所有權或管理權之下的任何機構，或一個合理知悉所有有關資料的第三方，在合理情況下會斷定該機構屬於該負責核數的公司的本土或國際業務的一部份的任何機構。委員會應就任何須採取的行動或改善的事項向董事會報告並提出建議；</p> |

***Review of the Company’s financial information***

***審閱本公司的財務資料***

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| <p>(e) to monitor the integrity of the Company’s financial statements and annual report and accounts, half-year report and, if prepared for publication, quarterly reports, and to review significant financial reporting judgments contained in them;</p> | <p>(e) 監察本公司的財務報表以及年度報告及賬目、半年度報告及(若擬刊發)季度報告的完整性，並審閱報表及報告所載有關財務申報的重大意見；</p> |
| <p>(f) in reviewing these reports (the Company’s annual report and accounts, half-year report and, if prepared for publication, quarterly report) before submission to the Board, the Committee should to focus particularly on:</p>                       | <p>(f) 在向董事會提交有關(本公司的年度報告及帳目、半年度報告及(若擬刊發)季度報告)報表及報告前，委員會應特別針對下列事項加以審閱：</p> |
| <p>(i) any changes in accounting policies and practices;</p>   | <p>(i) 會計政策及實務的任何更改；</p>   |
| <p>(ii) major judgmental areas;</p>  | <p>(ii) 涉及重要判斷的地方；</p>   |
| <p>(iii) significant adjustments resulting from the audit;</p>   | <p>(iii) 因核數而出現的重大調整；</p>  |
| <p>(iv) the going concern assumption and any qualifications;</p>   | <p>(iv) 持續經營的假設及任何保留意見；</p>  |
| <p>(v) compliance with accounting standards;</p>   | <p>(v) 是否遵守會計準則；</p>   |

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| (vi) compliance with the Listing Rules and legal requirements in relation to financial reporting;   | (vi) 是否遵守有關財務申報的上市規則及法律規定；                            |
| (vii) the fairness and reasonableness of any connected transaction and the impact of such transaction on the profitability of the Group and whether such connected transactions, if any, have been carried out in accordance with the terms of the agreement governing such transactions; | (vii) 關連交易安排屬否公平合理及對本集團盈利的影響及該等關連交易，如有，是否按照有關協議而執行；   |
| (viii) whether all relevant items have been adequately disclosed in the Group's financial statements and whether the disclosures give a fair view of the Group's financial conditions;  | (viii) 本集團財務報表是否已充分披露所有有關資料，及所作出的披露是否可以公平地反映本集團的財政狀況； |
| (ix) any significant or unusual items that are, or may need to be, reflected in the reports and accounts; and   | (ix) 該等報告及帳目中所反映或需反映的任何重大或不尋常項目；及                     |
| (x) the cashflow position of the Group;   | (x) 本集團現金流量的狀況；                                       |

and to provide advice and comments thereon to the Board of the Company;

並就此向本公司董事會提供建議及意見：

(g) Regarding (f) above:

(g) 就上述(f)項而言:

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| (i) members of the Committee should liaise with the Board and senior management of the Group and the Committee must meet, at least twice a year, with the Company's auditors; and   | (i) 委員會成員應與董事會及本集團的高級管理人員聯絡。委員會須至少每年與本公司的核數師開會二次；及                            |
| (ii) the Committee should consider any significant or unusual items that are, or may need to be, reflected in the reports and accounts, it should give due consideration to any matters that have been raised by the Company's staff responsible for the accounting and financial reporting function, compliance officer or auditors; | (ii) 委員會應考慮於該等報告及賬目中所反映或需反映的任何重大或不尋常事項，並應適當考慮任何由本公司屬下會計及財務匯報職員、監察主任或核數師提出的事項； |



- (h) to discuss problems and reservations arising from the interim and final audits, and any matters the auditors may wish to discuss (in the absence of management where necessary);

***Oversight of the Company's financial reporting system, risk management and internal control systems***

- (i) to review the Company's financial controls, and unless expressly addressed by a separate board risk committee, or by the Board itself, to review the Company's risk management and internal control systems;
- (j) to discuss the risk management and internal control systems with management to ensure that management has performed its duty to have effective systems. This discussion should include the adequacy of resources, staff qualifications and experience, training programmes and budget of the Company's accounting and financial reporting function;
- (k) to consider major investigation findings on risk management and internal control matters as delegated by the Board or on its own initiative and management's response to these findings;
- (l) where an internal audit function exists, to ensure co-ordination between the internal and external auditors, and to ensure that the internal audit function is adequately resourced and has appropriate standing within the Company, and to review and monitor its effectiveness;
- (m) to review the Group's financial and accounting policies and practices;

- (h) 與核數師討論中期評審及年度審核所遇上問題及作出的保留、或核數師認為應當討論的其他事項(管理層可能按情況而須避席此等討論)；

**監管本公司財務申報制度、風險管理及內部監控系統**

- (i) 檢討本公司的財務監控以及(除非有另設的董事會轄下風險委員會又或董事會本身會明確處理)檢討本公司的風險管理及內部監控系統；
- (j) 與管理層討論風險管理及內部監控系統，確保管理層已履行職責建立有效的系統。討論內容應包括本公司在會計及財務匯報職能方面的資源、員工資歷及經驗是否足夠，以及員工所接受的培訓課程及有關預算是否充足；
- (k) 主動或應董事會的委派，就有關風險管理及內部監控事宜的重要調查結果及管理層對調查結果的回應進行研究；
- (l) 如果本集團設有內部審核功能，須確保內部和外聘核數師工作得到協調，也須確保內部審核功能在本公司內部有足夠資源運作；並且有適當的地位；以及檢討及監察其成效；
- (m) 檢討本集團的財務及會計政策及實務；

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| <p>(n) to review arrangements employees of the Company can use, in confidence, to raise concerns about possible improprieties in financial reporting, risk managements, internal control or other matters. The Committee should ensure that proper arrangements are in place for fair and independent investigation of these matters and for appropriate follow-up action;</p> | <p>(n) 檢討本公司設定的以下安排：本公司僱員可暗中就財務匯報、風險管理、內部監控或其他方面可能發生的不正當行為提出關注。委員會應確保有適當安排，讓本公司對此等事宜作出公平獨立的調查及採取適當行動；</p> |
| <p>(o) to act as the key representative body for overseeing the Company's relations with the external auditor;</p>   | <p>(o) 擔任本公司與外聘核數師之間的主要代表，負責監察二者之間的關係；</p>  |
| <p>(p) to review the external auditor's management letter, any material queries raised by the auditor to management about accounting records, financial accounts or systems of control and management's response;</p>  | <p>(p) 檢查外聘核數師給予管理層的《審核情況說明函件》、核數師就會計紀錄、財務賬目或監控系統向管理層提出的任何重大疑問及管理層作出的回應；</p>                              |
| <p>(q) to ensure that the Board will provide a timely response to the issues raised in the external auditor's management letter;</p>   | <p>(q) 確保董事會及時回應於外聘核數師給予管理層的《審核情況說明函件》中提出的事宜；</p>   |
| <p>(r) to conduct exit interviews with any director, manager, financial controller or internal control manager upon their resignation in order to ascertain the reasons for his departure;</p>   | <p>(r) 於本公司董事、總經理、財務總監或內部核數部門主管離職時，接見有關人員並瞭解其離職原因；</p>  |
| <p>(s) to prepare work reports for presentation to the Board and to prepare summary of work reports for inclusion in the Group's interim and annual reports;</p>   | <p>(s) 就期內的工作草擬報告及概要報告；前者交董事會審閱，後者刊於本集團的中期及年度報告；</p>  |
| <p>(t) to consider the appointment of any person to be a Committee member, auditors and accounting staff either to fill a casual vacancy or as an additional Committee member, auditors and accounting staff or dismissal of any of them;</p>  | <p>(t) 考慮委任任何人士為委員會成員、核數師及財務工作人員（不論是填補臨時空缺或是額外委員會成員、核數師及財務工作人員）或罷免任何上述人士；</p>                             |
| <p>(u) to report to the Board on the matters above;</p>  | <p>(u) 就上述事宜向董事會彙報；</p>   |

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| <p>(v) to consider other matters, as defined or assigned by the Board from time to time; and</p>   | <p>(v) 考慮董事會不時指派的其他事項；及</p>  |
| <p>(w) to report on how it met its responsibilities in its review of the quarterly (if relevant), half-yearly and annual results and risk management and internal control systems, and its other duties under the Corporate Governance Code and Corporate Governance Report set out in Appendix 14 of the Listing Rules.</p> | <p>(w) 報告其如何履行審閱季度(如有)、半年度及年度業績以及檢討風險管理及內部監控系統的職責和履行上市規則之附錄 14《企業管治守則及企業管治報告》所列其他責任。</p> |

## **8. Veto rights of the Committee**

## **委員會的否決權**

8.1 The Committee has the following veto rights. The Group cannot implement any of the following matters which has been vetoed by the Committee:

委員會就下列事項有否決權。本集團不能執行委員會否決的以下事情：

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| <p>(a) to approve any connected transaction within the meaning of the Listing Rules which requires an independent shareholders' vote (unless the approval of such connected transaction is made conditional on the obtaining of the approval of the independent non-executive directors and the independent shareholders); and</p> | <p>(a) 批准任何屬上市規則所界定及須經過獨立股東批准才可進行的關連交易(如果批准此等交易是有條件性的，而條件是本公司獨立非執行董事及獨立股東批准有關交易，則不在此限)；及</p> |
| <p>(b) to employ or dismiss the Group's financial controller or the internal audit manager.</p>  | <p>(b) 聘用或罷免本集團的財務總監或內部核數部門主管。</p>   |

## **9. Minutes and records**

## **會議紀錄**

9.1 The secretary shall, at the beginning of each meeting, ascertain and record the existence of any conflicts of interest and minute them accordingly. The relevant member of the Committee shall not be counted towards the quorum and he must abstain from voting on any resolution of the Committee in which he or any of his associates has a material interest, unless the exceptions set out in note 1 to Appendix 3 of the Listing Rules apply.

秘書應在每次會議開始時，查問是否有任何利益衝突並記錄在會議紀錄中。有關的委員會會員將不計入法定人數內，而除非上市規則之附錄3附注一適用，相關委員就他或其任何聯繫人有重大利益的委員會決議必需放棄投票。

9.2 Full minutes of Committee meetings shall be kept by a duly appointed secretary of the meeting (who should normally be the company secretary). Draft and final versions of minutes of the Committee meetings should be sent to all Committee members for their comment and records respectively, in both cases within a reasonable time after the meeting. Once the minutes are signed, the secretary shall circulate the minutes and reports of the Committee to all members of the Board.

9.3 The secretary of the Committee shall keep record of all meetings of the Committee held during each financial year of the Company and records of individual attendance of members of the Committee, on a named basis, at meetings held during that financial year.

## **10. Annual general meeting**

10.1 The chairman of the Committee or in his absence, another member of the Committee or failing this, his duly appointed delegate, shall attend the annual general meeting of the Company and be prepared to answer questions at the annual general meeting on the Committee's activities and their responsibilities.

## **11. Continuing application of the articles of association of the Company**

The articles of association of the Company regulating the meetings and proceedings of the Directors so far as the same are applicable and are not replaced by the provisions in these terms of reference shall apply to the meetings and proceedings of the Committee.

## **12. Powers of the Board**

12.1 The Board may, subject to compliance with the articles of association of the Company and the Listing Rules (including Corporate Governance Code and Corporate Governance Report set out in Appendix 14 of the Listing Rules or the Company's own code of corporate governance practices, if adopted by the Company), amend, supplement and revoke these terms of reference and any resolution passed by the Committee provided that no amendments to and revocation of these terms of reference and the resolutions passed by the Committee shall invalidate any prior act and resolution of the Committee which would have been valid if such terms of reference or resolution had not been amended or revoked.

委員會的完整會議紀錄應由正式委任的會議秘書(通常為公司秘書)保存。委員會會議紀錄的初稿及最後定稿應在會議後一段合理時間內先後發送委員會全體成員,初稿供成員表達意見,最後定稿作其紀錄之用。會議紀錄獲簽署後,秘書應將委員會的會議紀錄和報告傳閱予董事會所有成員。

委員會秘書應就本公司年內委員會所有會議紀錄存檔,以及具名紀錄每名成員於該年內舉行的委員會會議的出席率。

## **股東周年大會**

委員會的主席,或在委員會主席缺席時由另一名委員(或如該名委員未能出席,則其適當委任的代表)應出席本公司股東周年大會,並就委員會的活動及其職責在股東周年大會上回應問題。

## **本公司組織章程的持續適用**

就前文未有作出規範,但本公司章程細則作出了規範的董事會會議程序的規定,適用委員會的會議程序。

## **董事會權力**

本職權範圍所有規則及委員會通過的決議,可以由董事會在不違反公司章程及上市規則的前提下(包括上市規則之附錄 14《企業管治守則及企業管治報告》或本公司自行制定的企業管治常規守則(如被採用)),隨時修訂、補充及廢除,惟有關修訂及廢除,並不影響任何在有關行動作出前,委員會已經通過的決議或已採取的行動的有效性。

**13. Publication of the terms of reference of the Committee**

**委員會職權範圍的刊登**

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

委員會應在本公司的網站及香港聯合交易所有限公司的網站公開其職權範圍，解釋其角色及董事會轉授予其的權力。

1 January 2019

2019年1月1日