



BEA 東亞銀行

The Bank of East Asia, Limited
東亞銀行有限公司

(Incorporated in Hong Kong with limited liability in 1918)
(Stock Code: 23)

TERMS OF REFERENCE

OF

THE NOMINATION COMMITTEE

1. CONSTITUTION

The Board of Directors (the "**Board**" or the "**Director(s)**") of The Bank of East Asia, Limited (the "**Bank**", together with its subsidiaries, collectively the "**Bank Group**") had resolved to establish a committee known as the Nomination Committee (the "**Committee**") to, inter alia, identify, select and nominate suitable individuals for appointment as Directors, Chief Executive/Co-Chief Executives, Deputy Chief Executives, Group Chief Auditor, Group Chief Compliance Officer, Group Chief Financial Officer, Group Chief Risk Officer and other members of Senior Management¹, and recommend to the Board for their appointment, removal and succession planning; define planning of diversity of the Board; and perform evaluation of the effectiveness of the Board and individual Directors.

In these Terms of Reference, unless the context otherwise defines, words denoting one gender shall include the other gender.

2. MEMBERSHIP

- 2.1 The Committee members shall be appointed by the Board from amongst the Directors and shall consist of not less than two members. A majority of the members of the Committee shall be Independent Non-executive Directors ("**INED**").
- 2.2 The Chairman of the Committee shall be an INED.
- 2.3 The tenure limit of Committee member for serving on the Committee shall be the tenure of office of that member for serving as Director on the Board or as may be required by the Board from time to time.
- 2.4 The quorum of any Committee meeting is two members, of which at least one shall be an INED.
- 2.5 The Company Secretary shall act as the Secretary of the Committee.

3. MEETINGS

- 3.1 Meetings shall be held not less than once a year.
- 3.2 The Secretary shall present the minutes of meetings of the Committee to all members of the Board.

¹ Senior Management includes Co-Chief Executives, Deputy Chief Executives and all General Managers of the Bank Group.

4. AUTHORITIES

- 4.1 The Committee is authorised by the Board to obtain independent professional advice, at the Bank's expense, to perform its responsibilities if it considers necessary.
- 4.2 The Committee shall be provided with sufficient resources to perform its duties.

5. DUTIES

The duties of the Committee include without limitation:

- (a) to review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Board and Board Committees at least annually; to review the Board's skill set and recommend any skills, expertise or elements of diversity that the Board or Board Committees may look to acquire for effectively discharging their responsibilities, and identify steps for enhancement, where necessary; and to make recommendations on any proposed changes to the Board to complement the Bank Group's corporate strategy;
- (b) to identify individuals suitably qualified to become Directors and make recommendations to the Board on the appointment or re-appointment and succession planning of Directors;

Notes:

- 1 *The Committee shall give adequate considerations from skills, experience and diversity perspective appropriate to and in the Bank's interests when making recommendations to the Board on the appointment or re-appointment and succession planning of Directors.*
- 2 *Pursuant to Corporate Governance Code (the "**CG Code**") of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") (the "**Listing Rules**"), the Bank has adopted a formal letter of appointment for Directors setting out the key terms and conditions of their appointments.*
- (c) to assess the independence of INEDs according to the requirements of the Listing Rules and the Guidance on Empowerment of Independent Non-Executive Directors in the Banking Industry in Hong Kong issued by the Hong Kong Monetary Authority;
- (d) to identify individuals suitably qualified to become Chief Executive/ Co-Chief Executives, Deputy Chief Executives, Group Chief Auditor, Group Chief Compliance Officer, Group Chief Financial Officer, Group Chief Risk Officer, and other members of Senior Management, and

make recommendations to the Board on their respective appointments, removal and succession planning;

- (e) to review the implementation and effectiveness of the *"Board Succession and Diversity Policy"* and the measurable objectives for succession planning and implementing diversity on the Board annually, as well as the relevant disclosures in the Corporate Governance Report in the Annual Report;
- (f) to review the *"Procedures for Nomination of Directors"*, and review and recommend for the Board's approval the standards for appointment as Directors with a view principally to secure the quality, continuity and diversity of the Board;
- (g) to review the *"Board Evaluation and Director Self-assessment"*, conduct annual evaluation of the effectiveness of the Board as a whole and review the contribution made by each Director to the effectiveness of the Board; and recommend to the Board steps for improvement and enhancement, where necessary. The evaluation report will be presented to the Board. The Committee may engage external consultants or facilitators to provide assistance in the evaluation process, if situation warrants;
- (h) to review the annual assessment of Directors' time commitment and contributions to the Board, as well as their ability to discharge their responsibilities effectively, taking into account their respective professional qualifications, work experience, directorships in other companies, other significant external time commitments and other factors or circumstances relevant to the Director's character, integrity, independence and experience;
- (i) to review the annual assessment of potential conflict of interest of the Directors (including Chief Executive/Co-Chief Executive/Deputy Chief Executive who are also Directors);
- (j) to review the *"Management Succession Policy"*, as appropriate and to attend to the matters as prescribed under the *"Management Succession Policy"* and other prevailing guidelines; and
- (k) to review annually the implementation and effectiveness of mechanisms and processes under which independent views and input can be made available to the Board, and the relevant disclosures in the Corporate Governance Report in the Annual Report.

6. REPORTING PROCEDURES

The following information shall be disclosed in Corporate Governance Report:

- (i) the role and function of the Committee;

- (ii) the composition of the Committee (including names of Committee members and identifying the Chairman of the Committee);
- (iii) the number of meetings held by the Committee during the year and the attendance record of members by name, at meetings held during the year;
- (iv) a summary of the work performed by the Committee during the year;
- (v) the nomination procedures and the process and criteria adopted by the Committee to select and recommend candidates for directorship during the year;
- (vi) a summary of the *"Board Succession and Diversity Policy"* of the Bank, including any measurable objectives that the Bank has set for implementing the said policy, and progress on achieving those objectives;
- (vii) the mechanism under which independent views and input are available to the Board; and
- (viii) other disclosures as required under the CG Code.

7. NOMINATION OF DIRECTORS BY SHAREHOLDERS

Pursuant to the CG Code, there should be a formal, considered and transparent procedure for the appointment of new Directors to the Board. The nomination procedures, process and criteria to select and recommend candidates for directorship by shareholders are set out in the *"Procedures for Nomination of Directors by Shareholders"* which is available on the website of the Bank.

8. FREQUENCY OF REVIEW

These Terms of Reference shall be reviewed on an annual basis or as required.

- 9.** In the event of conflict between the Chinese translation and the English text of these terms, the English text shall prevail.