



CIFI Holdings (Group) Co. Ltd.
旭輝控股(集團)有限公司
(Incorporated in the Cayman Islands with limited liability)
(Stock code: 00884)

THE REMUNERATION COMMITTEE
TERMS OF REFERENCE

These terms of reference of the Remuneration Committee (the “**Committee**”) have been prepared based on the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), and were adopted by the board of directors of the Company (the “**Board**”) on 9 October 2012 and amended on 30 December 2022.

Composition

1. The Committee is established by the Board according to the articles of association of the Company (the “**Article of Association**”) and the establishment would be effective from the date on which the shares of the Company are listed on the Main Board of The Stock Exchange of Hong Kong Limited (the “**Exchange**”).

Members

2. The Committee members must be appointed by the Board from among directors of the Company. The Committee shall consist of not less than three members, a majority of whom must be independent non-executive directors of the Company (the “**INEDs**”).
3. Chairman of the Committee shall be appointed by the Board and must be an INED.
4. The Board may, from time to time, at their discretion, change the composition of the members of the Committee.

Secretary

5. The Committee may appoint the company secretary of the Company or any other person with appropriate qualification and experience as the secretary of the Committee. Full minutes of the meetings should be kept by the secretary.

Frequency and proceedings of meetings

6. The Committee shall meet at least once a year. Additional meetings should be held as and when the work of the Committee demands.
7. The quorum of a meeting shall be two members of the Committee (at least one of whom should be an INED).

8. A member of the Committee must abstain from voting and must not be counted in the quorum of a meeting in respect of the resolution regarding the remuneration payable to that member or which he/she is an interested party.
9. The meetings may be held in person or via electronic means including telephone or video conference. The Committee members could attend the meetings in person, by telephone or by video conference or any similar communication device by means of which all persons participating in the meeting are capable of hearing each other.
10. A resolution in writing signed by all the 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.
11. Unless otherwise stated herein, proceedings of meeting of the Committee shall be governed by the relevant provisions of the Articles of Association (as amended from time to time).

Authority

12. All members of the Committee can have access to the advice and services of the secretary who is responsible to the Committee for ensuring that procedures of the Committee, and all applicable rules and regulations, are followed.
13. The Committee shall be provided with sufficient resources to perform its duties and may seek independent professional advice upon reasonable request at the Company's expenses to perform its duties.

Duties

14. Main duties of the Committee should include:
 - (a) to make recommendations to the Board on the policy and structure for all directors' and senior management remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy;
 - (b) to review and approve the management's remuneration proposals with reference to the Board's corporate goals and objectives;
 - (c) either (i) to have the delegated responsibility to determine the remuneration packages of individual executive directors and senior management; or (ii) to make recommendations to the Board on the remuneration packages of individual executive directors and senior management. This should include benefits in kind, pension rights and compensation payments, including compensation payable for loss or termination of their office or appointment. The Committee should consult the chairman of the Board and/or chief executive (if any) of the Company about their proposals relating to the remuneration of other executive directors;

- (d) to make recommendations to the Board on the remuneration of non-executive directors;
- (e) in determining and recommending remuneration, to consider factors such as salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the Group;
- (f) to review and approve the compensation payable to executive directors and senior management in connection with any loss or termination of their office or appointment to ensure that it is consistent with contractual terms and that such compensation is otherwise fair and not excessive;
- (g) to review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that such arrangements are consistent with contractual terms and otherwise reasonable and appropriate;
- (h) to ensure that no directors or any of their associates is involved in deciding that director's own remuneration; and
- (i) to review and/or approve matters relating to share schemes under Chapter 17 of the Listing Rules.

Reporting Procedures

15. The Committee should report to the Board, identifying any matters in respect of which it considers that action or improvement is needed, and making recommendations as to the steps to be taken.
16. Full minutes and written resolutions of the Committee should be kept by the secretary of the Committee. Draft and final versions of minutes of the meetings should be sent to all Committee members for their comments and records, within a reasonable time after the meeting. Written resolutions should be promptly sent to all Committee members for their records after the written resolutions are passed.
17. At the next meeting of the Board following a meeting of the Committee, the Chairman of the Committee shall report to the Board on the works and recommendations of the Committee since the last Board meeting (if any).

Others

18. The Company should disclose details of any remuneration payable to members of senior management by band in its annual reports and 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 Exchange's website and the Company's website.
19. Any changes to the terms of reference shall be effective after they have been approved by the Board.

– End –

(In case of any discrepancy between the English version and the Chinese translation of this document, the English version shall prevail.)