

# **iMotion Automotive Technology (Suzhou) Co., Ltd.**

## **Terms of Reference and Rules of Procedure of the Nomination Committee**

### **CHAPTER 1 GENERAL PROVISIONS**

**Clause 1** In order to regulate appointment of directors and senior management, optimize the composition of the board of directors and senior management, and improve the corporate governance structure of iMotion Automotive Technology (Suzhou) Co., Ltd. (hereinafter referred to as the “**Company**”), the nomination committee (hereinafter referred to as the “**Committee**”) under the board of directors (hereinafter referred to as the “**Board**”) of the Company is established with the Terms of Reference and Rules of Procedure of the Nomination Committee of iMotion Automotive Technology (Suzhou) Co., Ltd. (《知行汽車科技(蘇州)股份有限公司提名委員會職責和議事規則》) (hereinafter referred to as these “**Terms**”) in accordance with the Company Law of the People’s Republic of China and other relevant laws, administrative regulations, normative documents (collectively referred to as the “**Laws and Regulations of the PRC**”), the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (hereinafter referred to as the “**Hong Kong Listing Rules**”) and the Articles of Association of iMotion Automotive Technology (Suzhou) Co., Ltd. (hereinafter referred to as the “**Articles of Association**”).

**Clause 2** The Committee is a special committee under the Board and is mainly responsible for identifying candidates, formulating selection standards and procedures, and examining candidates for directors and senior management of the Company, and providing recommendations on the selection.

**Clause 3** The reference of “directors” herein refers to all directors of the Company, while “senior management” refers to the general manager (chief executive officer), deputy general manager, chief financial officer and secretary to the Board appointed by the Board as well as other senior management members as stipulated in the Articles of Association.

**Clause 4** The Committee shall be accountable for and report to the Board.

**Clause 5** These Terms shall apply to the Committee and the relevant personnel and departments referred herein.

### **CHAPTER 2 COMPOSITION OF THE COMMITTEE**

**Clause 6** The Committee shall consist of no less than three directors, with a majority of whom being independent non-executive directors.

**Clause 7** Members of the Committee shall be nominated by the chairman of the Board and a simple majority of the independent directors or more than one-third of all directors, and shall be elected by the Board and approved by a simple majority of all directors.

**Clause 8** The Committee shall have a chairman who shall be an independent non-executive director. The chairman shall be nominated by the chairman of the Board and appointed upon approval of the Board.

**Clause 9** The term of office of the Committee shall be the same as that of the Board of the same session, and the term of office of a Committee member shall be the same as his/her term of office as a director. Committee members are eligible for re-election upon expiry of their term of office. A Committee member shall, *ipso facto*, cease to be a member when he/she is no longer a director of the Company or (for a member who is an independent non-executive director) cease to have the independence required by the Hong Kong Listing Rules. The causal vacancy shall be filled by the Board in accordance with these Terms.

**Clause 10** A Committee member may tender his/her resignation to the Board during his/her term of office by giving a written notice to explain the reason for resignation and other matters which need to be brought to the attention of the Board. If the number of members falls below the minimum number as provided herein, the resigning member shall continue to perform his/her duties until the appointment of a substitute member to fill his/her place by the Board.

**Clause 11** Adjustments may be made to the members of the Committee during their term of office if proposed by the chairman of the Board and approved by the Board.

**Clause 12** Where the composition of the Committee fails to meet the requirements of these Terms, the Board shall immediately make an announcement to specify the details and reasons for the failure to meet the requirements in accordance with the Hong Kong Listing Rules. The shortfall shall be filled within three months from the date of failure to meet the relevant requirements in accordance with these Terms. The substitute member shall hold office until the expiry of his/her term of office as a director.

**Clause 13** Under the coordination of the office of the Board, the human resources department of the Company, as the working body of the Committee, shall provide support and services to the Committee and undertake the relevant duties assigned by the Committee.

### **CHAPTER 3 DUTIES OF THE COMMITTEE AND ITS MEMBER**

**Clause 14** The primary duties of the Committee shall include:

- (1) to review periodically the structure, size, composition and relevant qualifications (including skill, expertise and experience) of the Board at least once annually, make recommendations on any proposed changes to the Board to complement the Company's corporate strategy;
- (2) to search for individuals suitably qualified to become board members (including whether the individuals can bring to the Board the perspectives, skills and experiences and how the individuals can contribute to the diversity of the board of directors) and make recommendation to the Board on the selection of individuals nominated for directorships;
- (3) to assess the independence of the independent non-executive directors of the Company;
- (4) to assess the number of directorship of other listed companies held by candidates to be nominated as the independent non-executive directors of the Company. If the candidate will be holding his/her seventh or more listed company directorship, the Board has to be satisfied that the candidate would still be able to devote sufficient time to the Board;

- (5) to develop and maintain a policy for the nomination of the directors which includes the nomination procedures and the process and criteria adopted by the Committee to identify, select and recommend candidates for directorship during the year, and to review periodically and disclose the policy and progress made towards achieving the objectives set in the nomination policy in the corporate governance report of the Company;
- (6) to develop and maintain a policy concerning the diversity of the Board, and to review periodically and disclose in the diversity policy or a summary of the policy in the corporate governance report of the Company;
- (7) to review annually the time required from non-executive directors and independent non-executive directors. Performance evaluations should be used to assess whether the non-executive directors and independent non-executive directors are spending sufficient time in fulfilling their duties;
- (8) to make recommendations to the board of directors on the appointment or re-appointment of directors and succession planning for directors, in particular the chairman of the Board and the chief executive officer. The Committee shall make recommendations on appointment of directors with due regard to the diversity policy of the Company and in accordance with the challenges and opportunities faced by the Company;
- (9) to set out the following details when proposing to put forward a resolution to elect an individual as an independent non-executive director at the general meeting: 1. the process used for identifying the individual and why the Committee believes the individual should be elected and the reasons why it considers the individual to be independent; 2. if the proposed independent non-executive director will be holding his/her seventh (or more) listed company directorship, the reasons why the individual would still be considered to be able to devote sufficient time to the Board; 3. The views, perspectives, skills and experience that the individual can bring to the Board; and 4. how the individual contributes to the diversity of the Board;
- (10) to perform other duties as authorized by the Board.

**Clause 15** The primary duties of the chairman of the Committee shall include:

- (1) to convene and preside over meetings of the Committee;
- (2) to supervise and examine the performance of the Committee and implementation of the resolutions of the Committee;
- (3) to sign the relevant documents of the Committee;
- (4) to report the work of the Committee to the Board of the Company;
- (5) to attend the annual general meeting of the Company and reply enquiries from shareholders on matters relating to the duties of the Committee. Where the chairman of the Committee is unable to attend the annual general meeting, other members or proxies so duly appointed shall attend the meeting on his/her behalf;
- (6) to perform other duties as required by the Laws and Regulations of the PRC, the Hong Kong Listing Rules and these Terms and other duties conferred by the Board;

If the chairman of the Committee is unable to perform his or her duties for any reason, he or she shall designate a member to act as his or her replacement.

**Clause 16** The primary duties of a Committee member shall include:

- (1) to attend meetings of the Committee punctually, and express opinions and vote on the matters considered thereon;
- (2) to propose matters to be considered at the meetings of the Committee;
- (3) to sit in or observe relevant meetings of the Company, conduct studies and researches, and obtain reports, documents, materials and other relevant information necessary for performing his/her duties;
- (4) to fully understand the duties of the Committee as a whole and those as a member of the Committee, and acquaint himself/herself with the operation, management, business activities and development of the Company to ensure his/her capacity for the performance of responsibilities;
- (5) to guarantee that he/she has devoted sufficient time and attention to perform his/her duties;
- (6) to perform other duties as required by the Laws and Regulations of the PRC, the Hong Kong Listing Rules and these Terms and other duties conferred by the Board.

#### **CHAPTER 4 WORKING PROCEDURES**

**Clause 17** The selection procedures of directors and senior management are:

- (1) the Committee shall actively communicate with the relevant departments of the Company to study the demand of the Company for new directors and senior management and to formulate written materials thereof;
- (2) the Committee may extensively search for candidates for directors and senior management within the Company and its controlling (investee) enterprises as well as in the labor market;
- (3) the Committee shall gather information about the occupation, education background, job title, detailed information in relation to the work experience and all the part-time positions of the preliminary proposed candidates, and formulate written materials thereon;
- (4) the nominee shall not be deemed as the candidate for director or senior management unless his/her consent for nomination is obtained;
- (5) the Committee shall convene a Committee meeting to conduct qualification review on the candidates in accordance with the requirements for directors and senior management;
- (6) the Committee shall submit to the Board its proposals and relevant information on the candidates for the new directors and senior management prior to the election of new directors and appointment of new senior management; and

- (7) the Committee shall carry out other follow-up work according to the decision and feedback from the Board.

## **CHAPTER 5 MEETINGS OF THE COMMITTEE**

**Clause 18** Meetings of the Committee shall be classified as regular meeting and extraordinary meeting.

**Clause 19** Regular meetings of the Committee shall be held at least once a year, and the written notice of the meeting shall be served to all members three days prior to the meeting.

**Clause 20** The Committee may convene extraordinary meetings when necessary. The chairman of the Committee shall issue a notice to convene a meeting within three days from the date of actual occurrence of any of the following circumstances:

- (1) where the Board deems it necessary;
- (2) where the chairman of the Committee deems it necessary;
- (3) where it is proposed by more than two members of the Committee;
- (4) where it is proposed by the chairman of the Board.

**Clause 21** The working body of the Committee shall issue the notice of meeting in writing to each of the Committee members and relevant persons being invited to attend the meeting three days prior to the date of the meeting (except in special circumstances where the requirement of a prior notice is exempted, provided that the chairman of the meeting shall provide explanation at the meeting). The notice of meeting shall contain information on the form, time, venue, duration and agenda of the meeting, time of issuance of the notice, name and contact information of the contact person of the meeting and other relevant information.

**Clause 22** Upon receipt of the notice, all Committee members shall promptly provide confirmation and relevant replies (including but not limited to the confirmation of attendance and other arrangement) via a proper means.

**Clause 23** The quorum of a Committee meeting shall be the presence of more than two-thirds of the members.

**Clause 24** All members of the Committee shall attend the meeting in person. If a member is unable to attend the meeting in person for any reasons, he/she shall, by signing and submitting a letter of proxy, authorize another member of the Committee to attend and express opinion at the meeting on his/her behalf. Such letter of proxy shall expressly state the scope and term of the authorization. Each member shall appoint only one other member as his/her proxy to exercise the voting right on his/her behalf. Where a member authorizes two or more other members to exercise the voting right on his/her behalf, such authorization shall be invalid. In addition, no member shall accept any such authorization from two or more other members concurrently.

The members attending a meeting on behalf of another member shall exercise the rights within the scope of authorization. If a member does not attend a meeting in person or authorize another member to exercise the rights on his/her behalf, nor does he/she submit any opinion in writing prior to the meeting, he/she shall be deemed to have waived his/her rights.

A member who is unable to attend a meeting in person may also exercise his/her rights by submitting in writing his/her opinion with respect to any matter on the meeting agenda, provided that such written opinion shall be submitted to the working body of the Committee before the meeting.

**Clause 25** If a member does not attend a meeting in person or authorize another member to attend such meeting on his/her behalf, nor does he/she submit any opinion in writing prior to the meeting on two consecutive occasions, or if such member fails to attend in person three-fourths of all meetings of the Committee held during any year, such member shall be deemed incapable of performing the duties of the Committee, and the Board may replace him/her in accordance with these Terms.

**Clause 26** Meetings of the Committee shall be presided over by the chairman of the Committee, who may appoint another member to act on his/her behalf when he/she is unable to attend the meeting. If the chairman of the Committee neither performs his/her duties nor designates another member to act on his/her behalf, any member may report the same to the Board, and the Board shall appoint another member who is an independent non-executive director to fulfil the duties of the chairman of the Committee.

## **CHAPTER 6 PROCEDURES OF MEETINGS**

**Clause 27** Each member of the Committee shall have one vote. A resolution of the meeting shall be passed by a simple majority of the votes of all members. In the event that the meeting fails to reach a valid resolution due to abstention of any member, the relevant matter shall be considered directly by the Board.

**Clause 28** Meetings of the Committee shall be convened by way of on-site meeting or video conference or teleconference in principle. Should an on-site meeting, video conference or teleconference is unable to not be held in case of any emergency, force majeure and other special reasons, the meeting may be held by means of correspondence. In such case, the Committee members shall submit to the Board their written opinions with respect to the matters to be considered within the period prescribed by the notice of the meeting.

**Clause 29** Voting at a meeting of the Committee shall be conducted by a show of hands or by poll. Where any member fails to sign the resolutions made at a teleconference or video conference in real time, the said member may orally give opinions first and responsively affix the written signature thereof as soon as possible, provided that there is no discrepancy between the opinions expressed by such member subsequently in signing the written resolutions and the opinions orally expressed by him/her at the meeting.

**Clause 30** All items on the agenda shall be considered during the meeting of the Committee, and the Committee members shall explicitly, independently and fully express their opinions based on their own judgment. In case of any different opinions, such opinions shall be stated in the meeting summary to be submitted to the Board.

**Clause 31** The Committee may invite directors, related senior management members and relevant experts of the Company, external experts, scholars, intermediary agencies and other persons to sit in on the meeting. Such persons being invited shall give explanation and elaboration on any issues as required by any Committee member.

**Clause 32** Where it deems necessary, the Committee may, upon approval by the Board, seek for professional advices of external professional personnel or organizations. Any reasonable cost so incurred shall be borne by the Company.

**Clause 33** The convening procedures, voting methods and resolutions of meetings of the Committee shall comply with the Laws and Regulations of the PRC, the Hong Kong Listing Rules, the Articles of Association and these Terms.

**Clause 34** If a member of the Committee is interested in any matter being considered by the Committee, such member shall abstain from the discussion and voting of such matter.

**Clause 35** All persons attending the Committee meetings shall keep all matters discussed at the meetings confidential and shall not disclose any such information without authorization.

## **CHAPTER 7 MINUTES AND SUMMARY OF THE COMMITTEE MEETINGS**

**Clause 36** Minutes shall be kept for all meetings of the Committee, which shall be prepared by the working body of the Committee and shall contain the following information:

- (1) serial number, form, date, venue and name of the chairman of the meeting;
- (2) attendance and absence of members in person and by proxy;
- (3) name and title of each attendee;
- (4) agenda of the meeting;
- (5) key points made by the Committee members and other relevant attendees;
- (6) name of the minutes taker;
- (7) abstention of any interested member (if any), which shall be specified in the minutes or the relevant resolutions.

All Committee members present at the meeting shall sign the minutes.

**Clause 37** After each meeting of the Committee, the working body of the Committee shall prepare a meeting summary recording the considerations and discussions of the meeting.

Copies of the meeting summary shall be submitted to the Board and dispatched to all Committee members, secretary to the Board, the human resources department of the Company and relevant departments and personnel.

**Clause 38** Meeting minutes, meeting summary, letters of proxy, written opinions of the members of the Committee and other materials of the meeting shall be kept by the office of the Board in accordance with relevant requirements.

## **CHAPTER 8 SUPPLEMENTARY PROVISIONS**

**Clause 39** Unless otherwise stated, terms used in herein shall have the same meanings ascribed to them in the Articles of Association.

**Clause 40** “Above” and “at least” as referred to herein shall include the number while the words “more than” shall not include the number itself.

**Clause 41** For any matter not covered in these Terms, or in the event of any contradiction with any laws, administrative regulations, normative documents, relevant regulatory requirements of the place where the shares of the Company are listed or the Articles of Association as amended under lawful procedures promulgated after these Terms become effective, the Laws and Regulations of the PRC, administrative regulations, normative documents, relevant regulatory requirements of the place where the shares of the Company are listed and the Articles of Association shall prevail.

**Clause 42** Subject to the consideration and approval by the Board, these Terms shall take effect and come into force on the date of the initial listing of the Company on the Stock Exchange of Hong Kong Limited.

**Clause 43** The rights of interpretation and amendment of these Terms shall be vested in the Board.

**Clause 44** These Terms are available in both Chinese and English. In case of discrepancy, the Chinese version shall prevail.