

REDSUN SERVICES GROUP LIMITED
弘陽服務集團有限公司

TERMS OF REFERENCE
OF THE REMUNERATION COMMITTEE
薪酬委員會職權範圍

Redsun Services Group Limited

弘陽服務集團有限公司

(a company incorporated under the laws of the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(the “Company”)

(「本公司」)

TERMS OF REFERENCE OF THE REMUNERATION COMMITTEE 薪酬委員會職權範圍

(Adopted on June 12, 2020 and revised by the Board on March 23, 2023)

(董事會於2020年6月12日採納並於2023年3月23日修訂)

1 Membership

成員

- (a) The remuneration committee of the Company (the “Committee”) shall be appointed by the board of directors of the Company (the “Board”) and shall consist of not less than three members, a majority of whom shall be independent non-executive directors of the Company (the “INEDs”). The constitution of the Committee shall comply with the requirements of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Exchange”) (the “Listing Rules”) as amended from time to time.

本公司薪酬委員會(「委員會」)須由本公司董事會(「董事會」)委任。委員會必須由不少於三名成員組成，且委員會的成員必須以公司的獨立非執行董事佔過半數。委員會的組成必須遵守不時更新的香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)的要求。

- (b) The Committee shall be chaired by an INED.

委員會須由獨立非執行董事出任主席。

2 Attendance at Meetings

出席會議

- (a) At all times the members of the Committee shall be notified of and be invited to all meetings of the Committee and may attend all the meetings of the Committee, provided that a member or any of his or her associates shall not be involved in deciding his or her own remuneration package or benefits.

在任何時候，委員會成員必須獲通知並被邀請出席委員會的所有會議，惟任何委員或其聯繫人不得參與訂定本身的薪酬待遇或利益。

- (b) The quorum of a meeting of the Committee shall be two members of the Committee, of whom at least one shall be an INED. No member shall attend any meeting at which his or her own remuneration package or benefits are being discussed.

委員會會議的法定人數為兩人，其中一人必須為獨立非執行董事，惟任何委員不得參與討論本身的薪酬待遇或利益。

- (c) The Committee may, if necessary, invite other advisors to attend the meetings of the Committee, including but not limited to external professional advisors or consultants to advise its members.

如需要，委員會可以邀請其他諮詢人出席委員會的會議，為其委員提供意見，當中包括但不限於外聘專業諮詢人或顧問。

- (d) The company secretary shall be the secretary of the Committee and shall attend all meetings of the Committee.

公司秘書是委員會的秘書，而他／她必須出席委員會的所有會議。

- (e) Members of the Committee may participate in a meeting of the Committee by means of a conference telephone or other communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision shall constitute presence in person at such meeting.

委員會成員可以透過電話會議或其他通訊設備參加委員會會議，惟該設備須使參與會議的所有人應能聽見對方，而根據本條款參加會議將被視為親身出席該會議。

3 Frequency and Proceedings of Meetings

會議的次數及程序

- (a) Meetings of the Committee shall be held not less than once a year. The Chairman of the Committee (“**Chairman**”) or any two members of the Committee may request a meeting if they consider it necessary. Upon the receipt of such request, the secretary of the Committee shall convene a meeting as soon as reasonably practicable and having regard to the convenience of all members.

委員會會議應每年召開不少於一次。如委員會的主席（「**主席**」）或任何兩名委員會成員認為有需要，可以要求召開會議。在收到該要求後，委員會秘書必須在合理、切實和可行的範圍內及方便所有成員的情況下盡快召開有關會議。

- (b) Unless otherwise agreed by all the members of the Committee, a meeting shall only be called with at least seven days’ prior notice.

除非委員會的所有成員一致同意，否則會議只能在至少七天通知的情況下召開。

4 Committee's Resolutions

委員會的決議

A resolution in writing signed by all the members of the Committee shall be as valid and effective as if it had been passed at a meeting of the Committee and may consist of several documents in like form each signed by one or more of the members of the Committee. Such resolution may be signed and circulated by facsimile or other forms of electronic communications. This provision is without prejudice to any requirement under the Listing Rules for a Board or Committee meeting to be held.

經委員會的所有成員簽署的書面決議，與正式召開之委員會會議上通過之決議案具同等效力，可包括數份相同格式，各自由一名或以上委員會成員簽署的文件。該決議可以以傳真或其他電子通訊方式簽署及傳閱。本條款不得違反上市規則任何有關董事會或委員會會議的舉行之規定。

5 Authorities and Purposes

授權及目的

- (a) The Committee is authorised by the Board to review, assess and make recommendations on any issue in these terms of reference of the Committee.

委員會已獲董事會授權對本委員會職權範圍中所述的任何事宜作出檢討、評核及提出建議。

- (b) The Committee shall utilise information received internally and externally to satisfy itself that base salaries and the total remuneration package and benefits offered by the Company are fair, reasonable and competitive in the current market conditions and compared to other companies of a similar size, business nature and scope as the Company.

委員會應使用透過內部及外部取得的資料，從而滿足自己，本公司的基本薪酬和本公司的總薪酬待遇及利益與現行市場情況以及與其他擁有相似規模、業務性質及範疇的公司比較，是公平、合理及具競爭力。

- (c) The purpose of the establishment of the Committee is to enable the Company to be more transparent and objective in the setting of its remuneration in respect of the directors and senior management of the Company.

委員會設立的目的是讓本公司可以更加公開及客觀地制訂本公司董事及高級管理職員的薪酬。

- (d) The Committee must ensure that the directors and senior management of the Company are fairly rewarded in light of their contribution to the Company and their performance and that they receive appropriate incentives to maintain high standards of performance and to improve their performance and the Company's performance.

委員會應按照本公司的董事及高級管理職員對本公司所作出的貢獻及其表現，確保其獲得公平的報酬及適當的鼓勵，讓他們能保持高水準的表現及改善本公司及其本身的表現。

- (e) The Committee should consult the chairman and/or chief executive about their remuneration proposals for other executive directors. The remuneration committee should have access to independent professional advice if necessary.

委員會應就其他執行董事的薪酬建議諮詢主席及／或行政總裁。如有需要，薪酬委員會應可尋求獨立專業意見。

- (f) The Committee is authorised by the Board, and at the reasonable expense of the Company, to obtain legal or other independent professional advice and to secure the attendance of other persons with relevant experience and expertise in the meetings of the Committee if it considers this necessary.

委員會已獲董事會授權，如委員會認為有需要，可由本公司支付合理的費用，向外界尋求法律或其他獨立專業意見及確保有關經驗及專業知識的外界人士出席會議。

- (g) 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. The terms of reference of the Committee shall be provided upon request and the role and function of the Committee shall be explained in the corporate governance report in the annual report of the Company.

委員會應在聯交所及本公司網站上公開其職權範圍，解釋其角色及董事會轉授予其的權力。委員會的職權範圍必須在有人提出要求時提供，並在本公司年報中的《企業管治報告》中解釋委員會的角色及職能。

- (h) A significant proportion of executive directors' remuneration should link rewards to corporate and individual performance. Where the Board resolves to approve any remuneration or compensation arrangements with which the Committee disagrees, the Board should disclose the reasons for its resolution in its next corporate governance report.

執行董事的薪酬應有頗大部分與公司及個人表現掛鉤。假如董事會議決通過的薪酬或酬金安排為委員會先前議決不予通過者，董事會須在下一份《企業管治報告》中披露其通過該項決議的原因。

- (i) The Committee shall 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。

6 Duties 職責

The duties of the Committee shall be:

委員會的職責必須是：

- (a) to assess, review and make recommendations once a year or as and when required, to the Board in respect of the remuneration packages and overall benefits for the directors and senior management of the Company;

每年一次，或當被要求時，對本公司董事及高級管理人員的薪酬待遇及其整體利益，進行評核、檢討及向董事會提出建議；

- (b) to make recommendations to the Board in relation to all consultancy agreements and service contracts or any variations, renewals or modifications thereof, entered into between the Company and the directors and senior management of the Company or any associate company of any of them;

就本公司與董事及高級管理人員或其任何之聯繫公司訂立的所有顧問協定及服務合同，或其任何變更、更新或修改，向董事會提出建議；

- (c) to consider what details of the remuneration/benefits of the directors and senior management of the Company should be reported in the Company's corporate governance report in the annual report and accounts in addition to those required by law and how those details should be presented, including the policy for the remuneration of executive directors, assessing performance of executive directors and approving the terms of executive directors' service contracts, performed by the remuneration committee and whether the Committee, with delegated responsibility, determines the remuneration packages of individual executive directors and senior management, or make recommendations to the board on the remuneration packages of individual executive directors and senior management;

除法律要求以外，考慮在本公司年報中的《企業管治報告》及賬目內，應報告董事的酬金／利益哪些詳情，並且研究如何演示該等詳情，包括由薪酬委員會執行的制定董事薪酬政策、評估執行董事的表現及批准執行董事服務合約條款；以及委員會採納了獲董事會轉授責任，釐定個別執行董事及高級管理人員的薪酬待遇還是向董事會建議個別執行董事及高級管理人員的薪酬待遇；

- (d) to make recommendations to the Board on the Company's policy and structure for all directors' and senior management remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy;

就董事及高級管理人員的全體薪酬政策及架構，及就設立正規而具透明度的程式制訂薪酬政策，向董事會提出建議；

- (e) to review and approve the management's remuneration proposals with reference to the Board's corporate goals and objectives;

因應董事會所訂企業方針及目標而檢討及批准管理層的薪酬建議；

- (f) 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 any compensation payable for loss or termination of their office or appointment;

向董事會建議個別執行董事及高級管理人員的薪酬待遇；此應包括非金錢利益、退休金權利及賠償金額（包括喪失或終止職務或委任的賠償）；

- (g) to make recommendations to the Board on the remuneration of non-executive directors;

就非執行董事的薪酬向董事會提出建議；

- (h) to consider salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the Company's subsidiaries;

考慮同類公司支付的薪酬、須付出的時間及職責以及本公司的子公司其他職位的僱用條件；

- (i) to review and approve compensation payable to executive directors and senior management for any loss or termination of office or appointment to ensure that it is consistent with contractual terms and is otherwise fair and not excessive;

檢討及批准向執行董事及高級管理人員就其喪失或終止職務或委任而須支付的賠償，以確保該等賠償與合約條款一致；若未能與合約條款一致，賠償亦須公平合理，不致過多；

- (j) to review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that they are consistent with contractual terms and are otherwise reasonable and appropriate;

檢討及批准因董事行為失當而解僱或罷免職位的有關董事所涉及的賠償安排，以確保該等安排與合約條款一致；若未能與合約條款一致，有關賠償亦須合理適當；

- (k) to ensure that no director or any of his associates is involved in deciding his own remuneration;

確保任何董事或其任何聯繫人不得參與釐定他自己的薪酬；

- (l) to do any such things to enable the Committee to discharge its powers and functions conferred on it by the Board;

為委員會可以履行董事會授於其的權力及職能，作出適當行動；

- (m) to conform to any requirement, direction, and regulation that may from time to time be prescribed by the Board or contained in the constitution of the Company or imposed by the Listing Rules or any applicable law; and

遵守董事會不時訂明的任何規定、指示及規則，及遵守本公司的組織章程、上市規則或適用法律中的任何規定、指示及規則；及

- (n) to review and/or approve matters relating to share schemes under Chapter 17 of the Listing Rules.

審閱及／或批准《上市規則》第十七章所述有關股份計劃的事宜。

7 Reporting Procedures

匯報程序

- (a) The Committee shall report back to the Board on their decisions or recommendations, unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements). At the next meeting of the Board following a meeting/written resolution of the Committee, the secretary of the Company shall submit to the Board copies of the minutes/written resolutions setting out the findings, recommendations and decisions of the Committee.

委員會應向董事會匯報其決定或建議，除非該等委員會受法律或監管限制所限而不能作此匯報（例如因監管規定而限制披露）。在委員會的會議／作出書面決議之後的下一個董事會，公司秘書應向董事會呈交委員會會議紀錄／書面決議的副本。該會議記錄或書面決議應訂明委員會的調查結果、建議及決定。

- (b) Full minutes of meetings of the Committee shall be kept by the secretary of the Committee. Draft and final versions of minutes of meetings of the Committee shall be sent to all members of the Committee for their comment and records respectively, in both cases within seven days after the meeting is held.

委員會的完整會議紀錄應由委員會秘書保存。委員會會議紀錄的初稿及最後定稿應在會議後七天內先後發送委員會全體成員，初稿供成員表達意見，最後定稿則作其紀錄之用。

- (c) The Committee shall make available the Chairman (or in his absence, at least one of its members) to attend the Company's annual general meeting to answer shareholders' questions about issues.

委員會應安排委員會主席(若委員會主席未能出席,則至少一名委員)出席股東周年大會,並在會上回答股東的提問。

8 Revision of the Terms of Reference

職權範圍的修訂

These terms of reference shall be updated and revised as and when necessary in light of changes in circumstances and changes in regulatory requirements (e.g. the Listing Rules). Any amendment to these terms of reference shall be by way of resolution of the Board of the Company and shall be in full compliance with the Listing Rules and any other regulatory requirements.

當有需要時,本職權範圍應就環境及法定要求(如上市規則等)的變更而作出更新及修改。任何對此職權範圍之修改,須由本公司董事會通過決議,有關修改須完全符合上市規則及其他監管要求。