

# Wisom Engineering Services Co. Ltd.

## 惠生工程技術服務有限公司

(Incorporated in the Cayman Islands with limited liability)

(于開曼群島註冊成立的有限公司)

(the “Company”)

(“公司”)

### TERMS OF REFERENCE OF THE REMUNERATION COMMITTEE ADOPTED BY THE BOARD ON NOVEMBER 30, 2012 董事會於 2012 年 11 月 30 日採納的薪酬委員會職權範圍

#### 1 Membership 成員

- (a) The Remuneration Committee (hereinafter referred to as the “Committee”) shall be appointed by the board of directors (“Board”) from amongst the directors of the Company and shall consist of not less than three members. A majority of the members of the Committee should be independent non-executive directors (“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 (“Listing Rules”) from time to time.

薪酬委員會（以下稱為“委員會”）須由董事會從公司的董事中委任，且委員會必須由不少於三名成員組成。委員會的成員必須以公司的獨立非執行董事占大多數。委員會的組成必須遵守香港聯合交易所有限公司不時的證券上市規則（“上市規則”）的要求。

- (b) The chairman of the Committee shall be an INED and a member of the Committee appointed by the Board.

委員會的主席必須是公司的獨立非執行董事並且由董事會委任的委員會成員。

#### 2 Attendance at Meetings 出席會議

- (a) At all times the chairman of the Board shall receive prior notification of all meetings of the Committee and may be in attendance thereat, provided that he shall not be in attendance when his own remuneration package/benefits are being discussed.

在任何時候，董事會主席必須事先收到委員會的所有會議通知。委員會會議在討論其本身的新酬待遇或利益除外，董事會主席可以出席委員會的所有會議。

- (b) The quorum of a meeting of the Committee shall be two members of the Committee, both of whom must be INEDs. In the event of an equality of votes, the chairman of the Committee shall be entitled to a second or casting vote.

委員會會議的法定人數為兩人，該兩人必須為獨立非執行董事。如票數均等，委員會的主席有權投第二票或決定票。

- (c) Subject to sub-paragraph (a) above, the chairman of the Board and/or the executive director shall be, where appropriate, invited by the Committee to attend the meetings.

受限於上述(a)項的規定，在適當情況下，董事會主席及/或執行董事必須獲邀請出席委員會的會議。

- (d) The Committee may, if necessary, invite a representative of the Human Resources Department of the Company and other advisors to attend the meetings, including but not limited to external professional advisors or consultants to advise its members.

如需要，委員會可邀請公司人力資源部代表及其他諮詢人出席委員會的會議為其會員提供意見，當中包括但不限於外聘專業諮詢人或顧問。

- (e) The company secretary shall be the secretary of the Committee who shall attend all meetings of the Committee.

公司秘書是委員會的秘書，而他必須出席委員會的所有會議。

- (f) Notice of Committee meetings shall be given to all members. Notice of the Committee meeting shall be deemed to be duly given to a member if it is given to him personally, by word of mouth or given to him in writing sent to his last known address or any other address given by him to the Company or by electronic means by transmitting it to any electronic number or email address supplied by the member to the Company for this purpose.

委員會會議通知必須送達予所有委員會成員。在此目的下無論面交該成員或以口述形式送達或以任何電子形式傳遞至任何提供予公司的電子號碼或電郵位址均被視為正式送達。

- (g) Members of the Committee may participate in a meeting of the Committee by means of telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other and 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相似的通訊設備參加委員會會議。而透過該設備參與會議的所有人能夠聽見對方。根據本條款參加會議將構成以親身方式參加該會議。

### **3 Frequency of Meetings**

#### **會議的次數**

Meetings shall be held not less than once a year, or at such frequency as required under the Listing Rules or other regulatory requirements applicable to the Company from time to time. The chairman of the Committee or any two members of the Committee may request a meeting if they consider it necessary. Committee meetings shall be arranged by the secretary of the Committee upon instruction of the chairman of the Committee.

會議應每年召開不少於一次，或按不時適用於公司的上市規則或其他法律要求的會議頻率。如委員會的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。委員會會議須按委員會主席的指示，由委員會的秘書作出安排。

### **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 effectual as if it had been passed at a meeting of the Committee and may consist of several documents in the same form each signed by one or more of the members of the Committee. Such resolution may be signed and circulated by fax or other electronic communications. This provision is without prejudice to any requirement under the Listing Rules for a Board or Committee meeting to be held.

委員會的所有成員簽署的書面決議是有效及有作用的，該決議將視作為於委員會會議上通過。該決議可由多份相同格式的檔組成，而每份檔由一位或多位成員簽署。該決議可以傳真或其他電子通訊方式簽署及傳閱。本條文不得損害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 upon, any issue within these terms of reference.

委員會已獲董事會授權對其職權範圍內的任何事宜作出檢討、評核及提出建議。

- (b) The Committee should utilise information received internally and externally to satisfy itself that base salaries are competitive with current market conditions and that the total remuneration package/benefits are competitive with 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，令自己信納，公司的基本薪酬與現行市場情況比較是具競爭力，以及與其他擁有相似規模、業務性質及範疇的公司，公司的總薪酬待遇/利益是具競爭力的。

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

委員會設立的目的是讓公司可以更加公開及客觀地制訂董事會執行董事及公司的高級管理人員的薪酬。

- (d) The Committee is to review and make recommendations concerning the remuneration packages and benefits of the directors of the Board and the senior management of the Company as an independent and impartial committee. No director shall be involved in deciding his own remuneration.

委員會是一個獨立、公平的委員會，對公司董事會的董事及高級管理人員的薪酬待遇及利益作出檢討及提出建議。任何董事不得參與訂定本身的酬金。

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

委員會應按董事及高級管理人員對公司所作出的貢獻及其表現以確保其獲得公平的報酬，及確保其獲得適當的鼓勵，讓其能保持高水準的表現及改善公司及其本身的表現。

- (f) The Committee should consult the chairman of the Board and/or the chief executive of the Company about its remuneration proposals for other executive Directors. The Committee is authorised by the Board, and at the reasonable expense of the Company, to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

委員會應就其他執行董事的薪酬計畫諮詢公司的主席及/或行政總裁。委員會已獲董事會授權，如委員會認為有需要，可由公司支付合理的費用，向外索取法律或其他獨立專業意見及確保有關經驗及專業的外聘人士出席會議。

- (g) The Committee is to 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 include:

委員會的職責應包括：

- (a) 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 of the Board and the senior management of the Company;

每年一次，或當被要求時，對公司的董事會董事及公司的高級管理人員的薪酬待遇及其整體的利益，進行評核、檢討及向董事會提出建議；

- (b) 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 of the Board or any associate company of any of them;

就公司與董事會董事或其任何之聯繫公司訂立的所有顧問協定及服務合約，或其任何變動、更新或修改，向董事會提出建議；

- (c) consider what details of the directors' and senior management's remuneration/benefits should be reported in addition to those required by law in the Company's annual report and accounts and how those details should be presented;

除法律要求必須上報的資料外，考慮在公司年度報告及賬目內報告董事會董事及高級管理人員的酬金/利益的詳情，並且研究如何描述該等詳情；

- (d) make recommendations to the Board on the Company's policy and structure for all directors' (including non-executive directors and independent non-executive directors) and senior management's remuneration and on the establishment of a formal and transparent procedure for developing remuneration policy, and place recommendations before the Board concerning the total remuneration and/or benefits granted to the directors from time to time;

對董事（包括非執行董事及獨立非執行董事）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以制訂薪酬政策，向董事會提出建議。委員會亦需要就董事的總薪酬及/或利益，向董事會不時提出建議；

- (e) 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) determine, with delegated responsibility, the remuneration packages of individual executive directors and senior management, make recommendations to the Board on the remuneration packages of individual executive directors and senior management, including benefits in kind, pension rights and compensation payments (including any compensation payable for loss or termination of their office or appointment);

獲董事會授責厘定個別執行董事及高級管理人員的薪酬待遇，或向董事會建議個別執行董事及高級管理人員的薪酬待遇，包括實物利益、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) 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) consider salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the group;

考慮同類公司支付的薪酬、須付出的時間及職責以及集團內其他職位的雇用條件；

- (i) 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) 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雇或罷免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) 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厘定他自己的薪酬；

- (l) ensure that adequate retirement arrangements are put in place and maintained for the executive directors of the Board of the Company in the light of their performance during the whole of their time with the Company and not merely their performance in the previous years;

確保對執行董事有足夠的退任安排，其安排須按其在公司任職時的表現，而不僅是其過去一年的表現；

- (m) cater for the Company to be in a position to offer and maintain competitive and attractive overall benefits to recruit and maintain high quality personnel at the Board level;

迎合公司的情況讓其可以提供及保持其具競爭力及吸引力的整體福利以徵募及挽留高品質的董事會層的人材；

- (n) do any such things to enable the Committee to perform its duties and functions conferred on it by the Board; and

進行任何事項讓委員會可以履行董事會授於其的職責及職能；及

- (o) 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 applicable laws.

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

## **7 Reporting Procedures** **報告程式**

The Committee shall report to the Board. At the next meeting of the Board following a meeting/written resolution of the Committee, copies of the minutes/resolutions setting out the findings, recommendations and decisions of the Committee shall be submitted to the Board.

委員會應向董事會報告。在委員會的會議/書面決議之後的下一個董事會，委員會要向董事會呈交委員會會議紀錄/決議的副本。該會議記錄或決議應訂明委員會的調查結果、建議及決定。

## **8 Publication and Update of the Terms of Reference** **職權範圍的發佈及更新**

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) in Hong Kong. These terms of reference shall be made available to the public by including the information on the Stock Exchange of Hong Kong Limited's and the Company's website.

當有需要時，本職權範圍應就環境及法定要求（如，上市規則）的改變而作出更新及修改。本職權範圍應透過將資料登載于香港聯合交易所有限公司及公司網站上向公眾公開。

## **9 Communication with Shareholders** **與股東之通訊**

The chairman of the Board should attend the Company's annual general meeting and invite the chairman of the Committee or in the absence of the chairman of the Committee, invite another member of the Committee or failing this his duly appointed delegate, to attend and be available to answer questions at the Company's annual general meeting.

董事會主席應出席股東周年大會，並邀請委員會的主席，或在該委員會的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）出席並在股東周年大會上回答提問。