

# **JZ Capital Partners Limited**

(the “Company”)

## **Terms of Reference of the Nomination Committee**

### **Membership**

Members of the Committee shall be appointed by the Board and shall be made up of at least 3 members, the majority of whom should be independent non-executive directors.

Only members of the Committee have the right to attend committee meetings. Other individuals may be invited to attend for all or part of any meeting, as and when appropriate.

Appointments to the Committee shall be for a period of up to three years, which may be extended for two further three-year periods provided that the majority of the committee members remain independent.

The Board shall appoint the Committee Chairman who should be either the Chairman of the Board or an independent non-executive director. The Chairman of the Board shall not chair the Committee when it is dealing with the matter of succession to the chairmanship.

### **Secretary**

The Company Secretary and their nominee shall act as the Secretary of the Committee.

### **Quorum**

The quorum necessary for the transaction of business shall be two, both of whom must be independent non-executive directors.

### **Frequency of Meetings**

The Committee shall meet at least twice a year and at such other times as the Chairman of the Committee shall require.

### **Notice of Meetings**

Meetings of the Committee shall be summoned by the Secretary of the Committee at the request of the Chairman of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person

required to attend and all other non-executive directors, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

### **Minutes of Meetings**

The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee and the Chairman of the Board and, once agreed, to all other members of the Board, unless a conflict of interest exists.

### **Annual General Meeting**

The Chairman of the Committee shall attend the Annual General Meeting prepared to respond to any shareholder questions on the Committee's activities.

### **Duties**

The Committee shall:

- Regularly review the structure, size and composition (including the skills, Knowledge and experience) required of the Board compared to its current position and make recommendations to the Board with regard to any changes;
- Give full consideration to succession planning for directors and other senior executives in the course of its work, taking into account the challenges and opportunities facing the company, and what skills and expertise are therefore needed on the Board in the future;
- Be responsible for identifying and nominating for the approval of the Board, candidates to fill board vacancies as and when they arise;

Before making an appointment, evaluate the balance of skills, knowledge and experience on the board, and in light of this evaluation prepare a description of the role and capabilities required for a particular appointment. In identifying suitable candidates the Committee shall:

- use open advertising or the services of external advisers to facilitate the search;

- consider candidates from a wide range of backgrounds; and
- consider candidates on merit and against objective criteria, taking care that appointees have enough time available to devote the position;
- Keep under review the leadership needs of the organisation, both executive and non-executive, with a view to ensuring the continued ability of the organisation to compete effectively in the marketplace.
- Keep up to date and fully informed about strategic issues and commercial changes affecting the company and the market in which it operates;
- Review annually the time required for non-executive directors. Performance evaluation should be used to assess whether the non-executive directors are spending enough time to fulfil their duties; and
- Ensure that on appointment to the Board, non-executive directors receive a formal letter of appointment setting out clearly what is expected of them in terms of time commitment, committee service and involvement outside board meetings.
- The Board shall also make recommendations to the Board concerning:
  - Plans for succession, both executive and non-executive directors and in particular for the key roles of Chairman and Chief Executive;
  - Suitable candidates for the role of senior independent director;
  - Membership of the Audit and Remuneration Committees, in consultation with the chairmen of the committees;
  - The re-appointment of any non-executive director at the conclusion of their specified term to the Board in the light of the knowledge, skills and experience required;
  - The re-election by shareholders of any director under the 'retirement by rotation' provisions in the company's articles of association having due regard to their performance and ability to continue to contribute to the Board in the light of the knowledge, skills and experience required.

