



KAISA GROUP HOLDINGS LTD.

佳兆業集團控股有限公司*

(Incorporated in the Cayman Islands with limited liability)

Summary of terms of reference of the Nomination Committee (Revised on 30 June 2025)

The Nomination Committee

The board of directors (the “**Board**”) of **KAISA GROUP HOLDINGS LTD.** (the “**Company**”) has established a committee of the Board known as the nomination committee (the “**Nomination Committee**”), a summary of its constitution and particular duties are set out below:–

1. Membership

- 1.1. The members of the Nomination Committee shall be appointed by the Board from amongst the directors of the Company and should comprise a minimum of three members (the “**Members**”), including at least one member of different gender. The majority of the Members shall be independent non-executive directors of the Company.
- 1.2. The chairman of the Nomination Committee shall be appointed by the Board. The Chairman must be the chairman of the Board or an independent non-executive director of the Company.
- 1.3. The term of each appointment to the Members shall be determined by the Board upon appointment.

2. Secretary

- 2.1 The company secretary of the Company shall be the secretary of the Nomination Committee.
- 2.2 The Nomination Committee may from time to time appoint another secretary with appropriate qualification and experience.

* For identification purposes only

3. Attendance at meetings

- 3.1 The Nomination Committee shall meet at least once a year.
- 3.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date shall be sent to each Member, and to any other person required to attend in relation to all regular meetings of the Nomination Committee, at least 14 days before the date of the meeting; and in relation to continued meetings held within 14 days, no prior notice is required.
- 3.3 The quorum of the meetings of the Nomination Committee shall be two Members, one of them should be an independent non-executive director of the Company.
- 3.4 The Members may attend meetings either in person, by telephone or through other electronic means of communication (which are available to all attended parties).
- 3.5 Resolutions of the Nomination Committee shall be passed with a majority of votes.
- 3.6 Resolutions signed by all Members will be treated valid as if it is passed in the meeting held by the Nomination Committee.
- 3.7 Full minutes of the meetings of the Nomination Committee shall be kept by the secretary of the Nomination Committee and shall be available for inspection by any Member and/or any director of the Company at any reasonable time on reasonable notice. Draft and final versions of minutes of the meetings of the Nomination Committee shall be sent to all Members for their comments and records within a reasonable time after the meeting. Once they are agreed, the secretary of the Nomination Committee shall circulate the minutes and reports of the Nomination Committee to all members of the Board.

4. Attendance of meetings

- 4.1 Upon invitation by the Nomination Committee, the chairman of the Board and/or the general manager or the chief executive officer, human resources manager, external consultant and other Board members may attend all or any of the meetings.
- 4.2 Only the Members shall have the voting powers.

5. Annual general meetings

- 5.1 The Chairman shall endeavour to attend the annual general meetings of the Company and be prepared to respond to any questions raised by the shareholders of the Company (the “**Shareholders**”) on the Nomination Committee’s activities. If the Chairman is unable to attend, a Member (who must be an independent non-executive director of the Company) shall attend the annual general meeting of the Company. Such person shall be prepared to respond to any questions raised by the Shareholders on the Nomination Committee’s activities.

6. Duties and responsibilities

The duties of the Nomination Committee shall include, but shall not be limited to the following:

- 6.1 to review the structure, size and composition of the Board (including the skills, knowledge, experience and diversity of perspectives) at least annually, assist the Board in maintaining a board skills matrix and make recommendations on any proposed changes to the Board to complement the Company's corporate strategy.
- 6.2 to identify individuals suitably qualified to become Board members and select or make recommendations to the Board on the selection of, individuals nominated for directorships.
- 6.3 to make recommendations to the Board on the appointment or re-appointment of directors and succession planning for directors in particular the chairman and the chief executive officer of the Company.
- 6.4 to assess the independence of independent non-executive Directors.
- 6.5 to formulate and review the board diversity policy and any measurable objectives for implementing such board diversity policy as may be adopted by the Board from time to time, to review the progress on achieving the objectives, and to make disclosures of its review results in the Company's annual report.
- 6.6 to support the Company's regular evaluation of the Board's performance.

7. Reporting responsibilities

- 7.1 After each meeting, the Nomination Committee shall report formally to the Board on all matters within its duties and responsibilities.

8. Authority

- 8.1 The Nomination Committee is authorized by the Board when necessary to seek any remuneration information it requires from senior management of the Company to order to discharge its duties.
- 8.2 The Nomination Committee is authorized by the Board when necessary to obtain outside legal or other independent professional advice in connection with its duties at the Company's expense.

Note: All such arrangements of obtaining outside legal or other independent professional advice may be made by the company secretary of the Company.

- 8.3 The Nomination Committee shall have access to sufficient resources in order to perform its duties.

“Senior management” refers to the same category of persons as referred to in the Company's annual report. It is the responsibility of the directors of the Company to determine which individual or individuals constitute senior management. Senior management may include directors of subsidiaries, heads of divisions, departments or other operating units within the group as, in the opinion of the directors, is appropriate.