

GUANGDONG TANNERY LIMITED

(粵海制革有限公司)

Terms of Reference of Remuneration Committee 薪酬委員會職權範圍書

Formation

成立

The Committee was formed pursuant to the board resolution of GUANGDONG TANNERY LIMITED (“the Company”) passed on 8 June 2005.

委員會依據粵海制革有限公司(「本公司」)於二零零五年六月八日通過的董事會決議案而成立。

Composition and Quorum

組成及法定人數

The Committee shall be appointed by the board of directors of the Company (the “Board”). A majority of the Committee members should be independent non-executive directors.

委員會成員經由本公司董事會(「董事會」)委任，而委員會的大部份成員應為獨立非執行董事。

Members : The Committee shall consist of not less than 3 members.

成員 : 委員會最少由三名成員組成。

Quorum : 2

法定人數 : 2

The meetings and proceedings are governed by the provisions contained in the articles of association of the Company for regulating meetings and proceedings of Directors.

委員會會議及程序須受本公司的組織章程細則所載的董事會會議程序規定所規管。

The Chairman of the Committee shall be appointed by the Board.

委員會主席須由董事會委任。

Attendance at meeting

出席會議

1. The Chairman and the Managing Director of the Company shall be invited to attend the meeting of the Committee to appraise the performance of executive directors and senior management as well as to make recommendations to the Board, if required. The Chairman and the Managing Director of the Company shall report to the Committee on major changes of the Company's policy and structure that may affect the senior management of the Company.

本公司的主席及董事總經理應獲邀請出席委員會會議，以討論執行董事及高級管理人員的表現，以及在有需要時提出建議。本公司的主席及董事總經理應就可能影響本公司高級管理人員的薪酬政策及架構的重大變動，向委員會作出報告。

2. The company secretary shall be the secretary of the Committee. The secretary of the Committee or in his absence, his representative or any one member, shall be the secretary of the meetings of the Committee.

公司秘書為委員會秘書。委員會秘書或其未克出席，其代表或任何一位委員會會員將出任委員會會議秘書。

Frequency of meetings

會議次數

Meetings shall be held not less than once a year. The chairman of the Committee may convene additional meetings at his discretion.

會議次數應不少於每年一次。委員會主席可按其意願召開額外的會議。

Reporting Procedures

匯報程序

The Committee is required to report back to the Board on their decisions and recommendations as and when appropriate and at least once annually.

委員會有責任適時及不少於一年一次向董事會匯報有關其工作的重要事項，包括委員會所作的決定或建議。

Authority

權力

1. The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

董事會授權委員會按照其職權範圍進行任何調查。委員會有權向任何僱員索取任何所需資料，而所有僱員亦獲指示與委員會合作，滿足其任何要求。

2. The Committee is authorised by the Board 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.
董事會授權委員會向外諮詢法律或其他獨立的專業意見；如有需要，可邀請具備相關經驗及專業知識的外界人士出席會議。

Duties

職責

The duties of the Remuneration Committee shall be:

薪酬委員會的職責如下：

1. To make recommendations to the Board on the Company's policy and structure for all remuneration of directors and senior management and on the establishment of a formal and transparent procedure for developing policy on such remuneration.
就本公司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序制訂此等薪酬政策，向董事會提出建議。
2. To have the delegated responsibilities to determine the specific remuneration packages of all executive directors and senior management, including benefits in kind, pension rights and compensation payments, including any compensation payable for loss or termination of their officer or appointment. Factors which should be taken into consideration include but not limited to salaries paid by comparable companies, time commitment and responsibilities of the directors, employment conditions elsewhere in the group and desirability of performance-based remuneration.
獲董事會轉授以下職責，即釐訂全體執行董事及高級管理人員的特定薪酬待遇，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）。應考慮的因素包括但不限於同類公司支付的薪酬、董事須付出的時間及董事職責、集團內其他職位的僱用條件及是否應該按表現釐訂薪酬等。
3. To review and approve performance-based remuneration by reference to corporate goals and objectives resolved by the Board from time to time.
透過參照董事會不時通過的公司目標，檢討及批准按表現而釐定的薪酬。
4. To review and approve the compensation payable to executive directors and senior management in connection with any loss or termination of their office or appointment to ensure that such compensation is determined in accordance with relevant contractual terms and that such compensation is otherwise fair and not excessive for the Company.
檢討及批准向執行董事及高級管理人員支付那些與喪失或終止職務或委任有關的賠償，以確保該等賠償按有關合約條款釐定；若未能按有關合約條款釐定，賠償亦須公平合理，不會對本公司造成過重負擔。

5. To review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that such arrangements are determined in accordance with relevant contractual terms and that any compensation payment is otherwise reasonable and appropriate.
檢討及批准因董事行為失當而解僱或罷免有關董事所涉及的賠償安排，以確保該等安排按有關合約條款釐定；若未能按有關合約條款釐定，有關賠償亦須合理適當。
6. To make recommendations to the Board of the remuneration of non-executive directors.
就非執行董事的薪酬向董事會提出建議。
7. 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自行釐訂薪酬。
8. To consult the chairman and/or the managing director about their proposals relating to the remuneration of executive directors and senior management and have access to professional advice if considered necessary.
就執行董事及高級管理人員的薪酬建議諮詢主席及／或董事總經理，如認為有需要，亦可索取專業意見。
9. To consider other topics as defined by the Board.
研究其他由董事會界定的課題。

Note: For the purpose of these terms of reference, “senior management” should refer to the same category of persons as referred to in the Company’s annual report.

註：就本職權範圍而言「高級管理人員」指本公司年報內提及的同一類別的人士。