

# AMBER

## AMBER ENERGY LIMITED

### 琥珀能源有限公司

*(Incorporated in the Cayman Islands with limited liability)*

(於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 22 AUGUST 2018 董事會於2018年8月22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.

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。

A majority of the members of the Committee should be independent non-executive directors (“INEDs”).

委員會的成員必須以公司的獨立非執行董事(「獨立非執行董事」)佔大多數。

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.

委員會的組成必須不時遵守香港聯合交易所有限公司證券上市規則(「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.

委員會的主任委員必須是獨立非執行董事及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 shall be notified 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，董事長必須獲通知委員會的所有會議。除委員會會議在討論其本身的薪酬待遇或利益外，董事長可出席委員會的所有會議。

- (b) The quorum of a meeting of the Committee shall be at least two thirds of the total members of the Committee, one of whom must be an INED. 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不得少於委員會全體成員的三分之二，其中一人必須為獨立非執行董事。如票數均等，委員會的主任委員有權投第二票或決定票。

- (c) The Chairman and/or the executive director shall be, where appropriate, invited by the Committee to attend the meetings.

在適當情況下，董事長及／或執行董事應獲邀請出席委員會的會議。

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

如需要，委員會可邀請諮詢人出席委員會的會議為其成員提供意見，當中包括但不限於外聘專業諮詢人或顧問。

- (e) The secretary of the Company shall be the secretary of the Committee (“Secretary”) who should attend all meetings of the Committee.

公司的秘書是委員會的秘書（「秘書」），而他／她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由該成員提供予公司的電子號碼或電郵地址，該通知均被視為正式送達。

- (g) Members of the Committee may participate in a meeting of the Committee by means of conference telephone 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它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。

- (h) The Committee should keep the record of attendance of members, by name, at meetings held.

委員會應予保留具名列載各委員出席該等會議的紀錄。

### **3 Frequency of Meetings** **會議的次數**

Meetings shall be held not less than once a year. 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 upon instruction of the chairman of the Committee.

會議應每年召開不少於一次。如委員會的主任委員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任委員的指示，由秘書作出安排。

### **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 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，猶如該決議是於委員會會議上通過一樣，具有同等效力及作用。該決議可由多份相同格式的文件組成，而每份文件由一位或多位成員簽署。該決議可以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 of Establishment 授權及成立目的

- (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 basic 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界取得的資料，令其信納公司的基本薪酬與現行市場情況比較是具競爭力的，以及與其他擁有相似規模、業務性質及範疇的公司比較，公司的總薪酬待遇／福利是具競爭力的。

- (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 Chairman, the directors of the Company 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長、公司董事及公司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 Chairman, the directors of the Company and the senior management of the Company as an independent and impartial committee. No director shall be involved in deciding his own remuneration.

委員會作為一個獨立、公平的委員會，應對董事長、公司董事及公司高級管理人員的薪酬待遇及福利作出檢討及提出建議。任何董事不得參與訂定其本身的酬金。

- (e) The Committee must ensure that the Chairman, the directors of the Company and the senior management of the Company 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.

委員會應按董事長、公司董事及公司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 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 attendance of outsiders with the relevant experience and expertise if it considers this necessary to perform its responsibilities.

委員會已獲董事會授權，如委員會認為有需要，可由公司支付合理費用下，向外索取法律或其他獨立專業意見，及確保具有關經驗及專業的外聘人士出席會議以履行其職責。

- (g) The Committee is to be provided with sufficient resources to perform its duties.

委員會應獲提供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) 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 the senior management of the Company; to consult the chairman and/or chief executive about their remuneration proposals for other directors;

每年一次，或如有需要時，對公司的董事及高級管理人員的薪酬待遇及其整體福利進行評核、檢討及向董事會提出建議；就其他董事的薪酬建議諮詢董事長及／或行政總裁；

- (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 of the Company or any associate company of any of them;

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

- (c) to consider what details of the Chairman's, 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;

除法律規定必須報告的資料外，考慮在公司年度報告及賬目內報告董事會主席、董事及高級管理人員的酬金／福利的額外詳情，並研究如何描述該等詳情；

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

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序以制訂薪酬政策，向董事會提出建議。

- (e) to make recommendations to the Board on the remuneration packages of individual executive directors and senior management and on the remuneration of non-executive directors. The Committee should consider factors such as salaries paid by comparable companies, time commitment and responsibilities and employment conditions elsewhere in the group;

向董事會建議個別執行董事及高級管理人員的薪酬待遇，以及就非執行董事的薪酬向董事會提出建議。委員會應考慮的因素包括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僱用條件；

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;

凡董事會議決通過的薪酬或酬金安排為委員會不同意者，董事會應在下一份《企業管治報告》中披露其通過該項決議的原因；

- (f) to ensure a significant proportion of executive directors' remuneration should link rewards to corporate and individual performance.

執行董事的薪酬應有頗大部分與公司及個人表現掛鉤；

- (g) 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；

- (h) 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；

- (i) 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；

- (j) 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考釐定他自己的薪酬；

- (k) to ensure that adequate retirement arrangements are put in place and maintained for the Chairman and executive directors 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;

確保對董事長及公司執行董事的退任有適當的安排，有關安排須按其在公司整個任職期的表現，而不只是其前一年的表現；

- (l) to 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;

迎合公司的情况讓其可以提供及保持其具競爭力及吸引力的整體福利以招募及挽留高素質的董事會層面的人才；

- (m) to do any such things to enable the Committee to discharge 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予它的職責及職能；及

- (n) 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 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**

### **報告程序**

- (a) The Committee shall report to the Board on a regular basis. At the next meeting of the Board following a meeting/written resolution of the Committee, the chairman of the Committee shall report the findings and recommendations of the Committee to the Board.

委員會須向董事會定期匯報。在委員會會議／書面決議之後的下一個董事會會議上，委員會主任委員須向董事會匯報其發現及建議。

- (b) Minutes of Committee meetings shall be sent to all members of the Committee within a reasonable time after the meeting.

委員會的會議記錄須在會議後一段合理時間內送交委員會全體成員。

## **8 Publication and Update of the Terms of Reference**

### **職權範圍的發佈及更新**

- (a) These terms of reference shall be updated and revised as and when necessary in light of changes in circumstances and/or changes in regulatory requirements (e.g. the Listing Rules) in Hong Kong.

當有需要時，本職權範圍應就狀況變化及／或法定要求（如：上市規則）改變而作出更新及修改。

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

本職權範圍的有關資料應登載於香港聯合交易所有限公司網站及公司網站上，以供公眾查閱。

*The English text of this terms of reference will prevail over the Chinese text in case of any inconsistency.*

若此職權範圍的中文與英文版本不一致，一切以英文版本為準。