

HANG SENG BANK LIMITED

TERMS OF REFERENCE OF REMUNERATION COMMITTEE

1. Purpose

The Board of Hang Seng Bank Limited (**the “Bank”**) has delegated to the Remuneration Committee (**the “Committee”**) and provided it with sufficient resources for the oversight of matters related to remuneration impacting the Bank and its subsidiaries (**“HASE Group”**), in particular for:

- (a) satisfying itself that the remuneration framework is appropriate to attract, retain and motivate individuals of the quality required to support the success of the Bank;
- (b) overseeing the implementation and operation of the remuneration policy of the Bank, which is aligned with HSBC Group’s remuneration framework;
- (c) satisfying itself that the remuneration framework complies with any relevant local law, rule or regulation; and
- (d) satisfying itself that the remuneration framework is in line with the risk appetite, business strategy, culture and values, and long-term interests of the Bank.

2. Membership

- 2.1 The Committee shall comprise at least three members, including at least two Non-executive Directors, with a majority including the Chairman being Independent Non-executive Directors, or as otherwise required by the Rules Governing the Listing of Securities (**the “Listing Rules”**) on the Stock Exchange of Hong Kong Limited (**the “Stock Exchange”**).
- 2.2 The Chairman of the Committee shall be appointed by the Board from among the Independent Non-executive Directors.
- 2.3 Members of the Committee shall be appointed subject to endorsement by the Remuneration Committee of The Hongkong and Shanghai Banking Corporation Limited (**“HBAP”**).
- 2.4 Members of the Committee shall collectively have appropriate knowledge, expertise and experience concerning remuneration policies and practices, and risk management oversight activities.
- 2.5 Members of the Committee shall exclude themselves from any business before the Committee in which they are personally interested or consider they have an actual or potential conflict of interest.
- 2.6 The Chairman and each member of the Committee shall be appointed for an initial term until the conclusion of their current term of appointment as a Non-executive Director. Subsequent additional terms of appointment to the Committee may be made being subject to review and approval by the Board.

3. Attendance

- 3.1 The Committee may invite any other individual(s) to attend any meeting(s) of the Committee as it may from time to time consider necessary to assist the Committee in undertaking its responsibilities.
- 3.2 The Bank's Chief Risk and Compliance Officer (or equivalent) will attend meetings from time to time to report on the alignment of the Bank's remuneration framework with the Bank's risk profile and risk management. The Bank's Chief Financial Officer (or equivalent) will attend meetings as necessary to report on the alignment of the remuneration framework and remuneration recommendations with the Bank's capital profile.

4. Meetings and Quorum

- 4.1 The Committee shall meet with sufficient notice and with such frequency and at such times as it may determine, subject to regulatory requirements.
- 4.2 The quorum for meetings is a majority of the members, including the Chairman (or their delegate from among the members).
- 4.3 The Secretary of the Committee is the Company Secretary and Head of Corporate Governance or their nominee, who shall support the Chairman and Committee members in the operation of the Committee and its meetings.
- 4.4 Following each Committee meeting, the Chairman shall report at the next Board meeting on the Committee's proceedings. The minutes of the meeting shall be presented by the Committee Chairman at the first scheduled Board meeting after their preparation.
- 4.5 The Secretary of the Committee shall produce such papers and minutes of the Committee's meetings as are appropriate and distribute them to all members of the Committee.

5. Areas of Responsibility

The Committee's responsibilities shall include:

5.1 Remuneration framework and governance

- 5.1.1 Considering remuneration matters for the Bank and its subsidiaries (if any) in the context of the Bank's remuneration policy, which is aligned with HSBC Group's remuneration framework, and provide advice on the application of the framework to the Bank in the context of local regulations and market conditions to the Board and HBAP Remuneration Committee.
- 5.1.2 Satisfying itself that the remuneration framework is in line with the business strategy, risk appetite, culture and values, and long-term interests of the Bank.

- 5.1.3 So as to complete the annual pay review process of the Bank:
- (a) considering the relevant issues that were taken into account in agreeing remuneration funding and proposals relevant to the HASE Group, and escalate any matters of concern to HBAP Remuneration Committee; and
 - (b) reviewing and approving (prior to, in certain cases, final approval by HSBC Group Remuneration Committee and the Board) performance-based remuneration and to provide feedback to the Board and HBAP Remuneration Committee, as appropriate.
- 5.1.4 Recommending the fees for Directors for approval by the Board, Shareholder(s) (if required), and HBAP Remuneration Committee.
- 5.1.5 Subject to paragraph 5.2.1 below, presenting the Bank's remuneration policy, which is aligned with HSBC Group's remuneration framework, for the Board's review and approval for adoption.
- 5.1.6 Recommending for the Board's approval the remuneration of the Senior Management and Heads of Control Functions¹ with reference to the Board's corporate goals and objectives, including but not limited to:
- (a) Individual fixed pay and increases;
 - (b) Annual and long-term incentive arrangements and adjustments;
 - (c) Benefit entitlements;
 - (d) Termination arrangements and compensation for loss of office relating to dismissal or removal for misconduct, ensuring any arrangements are consistent with contractual terms and are otherwise reasonable and appropriate, and do not in any way reward failure;
 - (e) Any guaranteed variable pay for first-year hires;
 - (f) Any early payment of deferred award for leavers;
 - (g) Buy-out awards to compensate for any forfeiture of deferred awards from leaving previous employer; and
 - (h) Pension rights;
- For this purpose:
- (i) Senior Management includes (a) Executive Directors of the Bank; (b) Members of the Executive Committee of the Bank; (c) Alternate Chief Executives of the Bank; and (d) Head(s) of the Bank's principal subsidiary / subsidiaries with offshore operations and with total assets representing more than 5% of the Bank's total assets; and
 - (ii) Heads of Control Functions include Audit, Legal, Risk and Compliance.
- 5.1.7 Recommending for the Board's approval or approving under delegated authority from the Board, the remuneration of Key Personnel, defined as individual employees whose duties or activities in the course of their employment involve the assumption of material risk or the taking on of material exposures on behalf of the Bank.
- 5.1.8 Determining as appropriate any further sub-delegation to Management to approve the remuneration of Key Personnel.

¹ Population may be employed by the Bank to which the individuals may be employed in supporting the Bank's business as defined and agreed by the Committee.

- 5.1.9 Presenting to the Board a summary of the remuneration of all Key Personnel for the Board's review and endorsement, as part of annual pay review.
- 5.1.10 Ensuring that an annual review of the Bank's remuneration framework and its operation, either internally conducted, or externally commissioned, is carried out independently of Management and the result is submitted to HKMA.
- 5.1.11 Ensuring that remuneration for employees in risk management and compliance functions is determined independently of other business areas. The Committee should consider factors such as salaries paid by comparable companies, time commitment and responsibilities of the Executive Directors, Senior Management, Key Personnel and Heads of Control Functions, employment conditions elsewhere in the HASE Group and desirability of performance-based remuneration. The Committee should also evaluate any practices by which remuneration is paid in respect of potential future revenues whose timing and likelihood remain uncertain.
- 5.1.12 Reviewing and/or approving matters relating to share schemes (if any) as required by the Listing Rules.

5.2 Regulatory, risk and audit

- 5.2.1 Satisfying itself that HSBC Group's remuneration framework as applied to the Bank complies with the regulatory and other legislative requirements that the Bank is required to comply with. Where elements of the framework are contrary to local regulations, to seek approval from HSBC Group Remuneration Committee for appropriate deviations from the Bank's remuneration policy, which is aligned with HSBC Group framework, to ensure compliance with local regulations.
- 5.2.2 Satisfying itself that the remuneration framework:
 - (a) is clearly aligned with the Bank's risk appetite;
 - (b) is consistent with and promotes the sound and effective risk management of the Bank;
 - (c) does not encourage risk-taking that exceeds the level of tolerated risk of the Bank; and
 - (d) does not encourage the Bank to bear any risk that would undermine its ability to comply with any regulatory obligation.

If, in accordance with paragraph 6.1 below, the Committee escalates any concern that the application of the Bank's remuneration policy, which is aligned with HSBC Group's remuneration framework, to the Bank would prevent compliance with paragraph 5.2.2 (a) through (d) above to HBAP Remuneration Committee, the Bank shall have the authority to act outside the Bank's remuneration policy, which is aligned with HSBC Group's remuneration framework, to the extent necessary to ensure compliance, only if the Committee cannot reconcile the position after escalating and engaging with HBAP Remuneration Committee, as appropriate.

- 5.2.3 Reviewing any material matters relating to remuneration that need to be reported to the Board, shareholders and local regulators. This includes the review and approval of:
 - (a) the content of the Remuneration Report (if any) in the annual report and accounts (or equivalent) of the Bank; and
 - (b) any material report required by the Bank's local regulators on the Bank's remuneration approach.

- 5.2.4 Seeking advice from the Bank's Risk Committee (or its Chairman if he/she is a member of the Committee), Chief Risk and Compliance Officer (or equivalent) and Audit Committee, as appropriate, on the alignment of risk and remuneration and, as necessary, any relevant adjustments for risk to be considered in respect of the variable pay pool and remuneration outcomes. In the event of any difference of view, appropriate risk adjustments should be recommended by the Chairman of the Committee to HBAP Remuneration Committee, for further consideration.
- 5.2.5 Advising shareholders on how to vote with respect to any service contracts of Directors that require shareholders' approval under the Listing Rules.
- 5.2.6 Ensuring that no Director, Senior Management, Key Personnel or Heads of Control Functions or any of his / her associates is involved in deciding his / her own remuneration.
- 5.2.7 Undertaking on behalf of the Chairman of the Board or the Board itself such other related tasks as the Chairman of the Board or the Board itself may from time to time entrust to it.

6. Operation of the Committee

6.1 Escalations

The Committee shall escalate any matters that may have a material impact on the Bank or HBAP, to the Chair of HBAP Remuneration Committee or HBAP Remuneration Committee respectively.

6.2 Reporting and annual certificate

The Committee:

- 6.2.1 shall provide annual certification / attestation to the Board and / or HBAP Remuneration Committee (in a form that is consistent with that required by HSBC Group Remuneration Committee).
- 6.2.2 shall take action, provide documentation or assurances as requested by the Board and/or HBAP Remuneration Committee including : (a) escalate relevant matters in relation to the application of the Bank's remuneration policy, which is aligned with HSBC Group's remuneration framework or, as appropriate, any other concern in relation to remuneration matters for the HASE Group, (b) provide copies of minutes or supplemental periodic certifications, (c) adopting best practice, (d) sharing information, and (e) interacting with its Chair on a regular basis, in each case as appropriate.

6.3 Annual review of terms of reference and committee effectiveness

- 6.3.1 The Committee shall review annually its terms of reference and its own effectiveness and recommend to the Board any necessary changes.
- 6.3.2 Annually, the Committee shall report to the Board and inform the Chair of HBAP Remuneration Committee, how the Committee has discharged its responsibilities and will make recommendations on any action(s) needed to resolve concerns or make improvements.

7. Material deviations form Core Terms of Reference

Material deviations¹ from HSBC Group Remuneration Committee Core Terms of Reference require the endorsement from HBAP Board or HBAP Remuneration Committee, as and when a material deviation occurs.

8. Responsibilities of subsidiary remuneration committees

The Committee shall have oversight responsibility for remuneration matters considered by subsidiary boards or remuneration committees as follows :

- (a) review the composition, powers, duties and responsibilities of any remuneration committee of the Bank's subsidiaries;
- (b) oversee the implementation of mechanisms to facilitate the communication and escalation from such subsidiary committees of matters for the Committee's attention including seeking documentation, certifications or assurances such as copies of minutes, periodic certifications, confirmation of adopting best practice, and other forms of sharing information;
- (c) foster interconnectivity and common governance principles; and
- (d) discuss such matters as the Committee deems appropriate with the chairmen or other members of such subsidiary committees.

9. Reporting to the Board

The Committee will report to the Board on the matters set out in these terms of reference and will provide the Board such additional assurance as it may reasonably require regarding the effectiveness of the Bank's remuneration framework.

10. External advisers

The Committee should consult the Chairman of the Board or the Bank's Chief Executive about its remuneration proposal for other Executive Directors and may retain special counsel, advisers, experts, or other consultants from time to time any matters which the Committee believes are required of it in keeping its responsibilities. The Committee may obtain such professional external advice as it shall deem appropriate to take account of relevant experience outside the Bank and challenge its analysis and assessment. Any such appointment shall be made through the Secretary to the Committee, who shall be responsible, on behalf of the Committee, for the contractual arrangements and payment of fees by the Bank.

11. Overlapping responsibilities

Where there is a perceived overlap of responsibilities between the Committee and another committee of the Board, the respective committee Chairmen shall have the discretion to agree the most appropriate committee to fulfil any obligation. An obligation under the terms of reference of any committee will be deemed by the Board to have been fulfilled, provided it is dealt with by any other committee.

¹ "Material deviations" shall refer to lessening or diminishing of responsibilities contained in HSBC Group Core Terms of Reference. For the avoidance of doubt: (i) enhancements or additions to the Bank's Terms of Reference, including additions required under local rule, regulation or law (including the Listing Rules) and (ii) removal of optional / alternate language that is not relevant to the Bank (specifically due to the fact that the Bank is not a Principal Subsidiary; or has independent non-executive directors), do not need to be escalated for approval.

12. Publication of terms of reference

The terms of reference of the Committee are published on the websites of the Stock Exchange and the Bank.

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