

MELCO INTERNATIONAL DEVELOPMENT LIMITED
(incorporated in Hong Kong with limited liability)
(Stock Code: 200)

Terms of Reference of the Audit Committee

1. Constitution

The Board of Directors (the “**Board**”) of the Company has established a Committee of the Board known as the Audit Committee pursuant to Article 124 of the Articles of Association of the Company.

2. Membership

2.1 The Audit Committee is composed of a minimum of three Non-executive Directors, a majority of whom shall be Independent Non-executive Directors.

2.2 At least one of the Independent Non-executive Directors must have appropriate professional qualifications or accounting or related financial management expertise, as required by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”).

2.3 Members of the Audit Committee may only be appointed or removed by the Board.

2.4 The Chairman of the Audit Committee shall be appointed or removed by a decision of the Board.

2.5 A former partner of the Company’s existing auditing firm is prohibited from acting as a member of the Company’s Audit Committee for a period of two years from the date of his ceasing:

- (a) to be a partner of the firm; or
- (b) to have any financial interest in the firm,

whichever is later.

3. Quorum

Unless otherwise agreed by all the members of the Audit Committee, two members of the Audit Committee shall be a quorum.

4. Frequency of meetings

The Audit Committee shall meet not less than twice a year.

5. Authority

- (a) The Audit Committee is granted the authority to investigate any activity within its terms of reference and all employees are directed to cooperate as requested by members of the Audit Committee. The Audit Committee is

authorised by the Board to obtain outside legal or other independent professional advice as necessary to assist the Audit Committee.

- (b) The Audit Committee is authorised to inspect all accounts, books and records of the Company and the Audit Committee shall have the right to require the Management of the Company to furnish all information requested by the Committee as may be required for the purpose of discharging its duties.
- (c) The Audit Committee shall report to the Board any suspected frauds or irregularities, failures of internal control or suspected infringements of laws, rules and regulations which come to its attention.

6. Attendance

As necessary or desirable, the Chairman may request that members of Management, the head of internal audit and representatives of the external auditor be present at meetings of the Audit Committee.

7. Duties and powers

The Audit Committee is established with the following duties and powers:

Relationship with the Company's auditor

- (a) to be primarily responsible for making recommendations to the Board on the appointment, re-appointment and removal of the external auditor, and to approve the remuneration and terms of engagement of that auditor, and any questions of its resignation or dismissal;
- (b) to review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process in accordance with applicable standards;
- (c) to discuss with the external auditor the nature and scope of the audit and reporting obligations before the audit commences;
- (d) to meet with the external auditors without executive Board members present at least twice a year;
- (e) to develop and implement policy on engaging an external auditor to supply non-audit services (for this purpose, "external auditor" includes any entity that is under common control, ownership or management with the audit firm or any entity that a reasonable and informed third party knowing all relevant information would reasonably conclude to be part of the audit firm nationally or internationally) and report to the Board identifying and making recommendations on any matters where action or improvement is needed;

Review of financial information of the Company

- (f) to monitor the integrity of the Company's financial statements and annual report and accounts and half-year report and to review significant financial reporting judgements contained in them. In reviewing the Company's annual

report and accounts and half-year report before submission to the Board, the Audit Committee is required to focus particularly on:

- (i) any changes in accounting policies and practices;
- (ii) major judgemental areas;
- (iii) significant adjustments resulting from audit;
- (iv) the going concern assumptions and any qualifications;
- (v) compliance with accounting standards; and
- (vi) compliance with the Listing Rules and legal requirements in relation to financial reporting;

In relation to (f) above, members of the Audit Committee are required to:

- (i) liaise with the Board and Management;
- (ii) meet with the external auditors at least twice a year; and
- (iii) consider any significant or unusual items that are, or may need to be, reflected in the report and accounts, and give due consideration to any matters that have been raised by the Company's staff responsible for the accounting and financial reporting function, compliance officer or external auditors;

Oversight of the Company's financial reporting system, risk management and internal control systems, including internal audit

- (g) to review the Company's financial controls, risk management and internal control systems;
- (h) to discuss with Management the systems of risk management and internal control to ensure that Management has performed its duty to have effective systems. This discussion should include the adequacy of resources, staff qualifications and experience, training programmes and budget of the Company's accounting and financial reporting function;
- (i) to consider major investigation findings on risk management and internal control matters as delegated by the Board or on its own initiative and Management's response to these findings;
- (j) to ensure coordination between the Company's internal and external auditors, and to ensure that the internal audit function is adequately resourced and has appropriate standing within the Company, and to review and monitor its effectiveness;
- (k) to review the Group's financial and accounting policies and practices;

- (l) to review the external auditor's management letter, any material queries raised by the auditor to Management about accounting records, financial accounts or systems of control and Management's response;
- (m) to ensure that the Board will provide a timely response to the issues raised in the external auditor's management letter;
- (n) to have separate private sessions with internal auditors at least twice a year;
- (o) (i) to set up regular communication channels with the audit committees (or their equivalent) of the subsidiaries of the Company; and (ii) to meet at least once a year with the audit committees (or their equivalent) of the subsidiaries of the Company, which shall report any major and significant financial control, internal control, risk management and other regulatory matters in respect of the subsidiaries of the Company to the Audit Committee at the meetings;
- (p) to establish and oversee procedures for (i) the receipt, retention and treatment of complaints received by the Company regarding accounting, internal controls or auditing matters, or suspected violations of applicable laws, rules, regulations or policies of the Group and (ii) any submission of concerns regarding questionable accounting or auditing matters of the Group and to ensure that proper arrangements are in place for fair and independent investigation of these matters and for appropriate follow-up action;
- (q) to act as the key representative body for overseeing the Company's relations with the external auditor;

General

- (r) to report to the Board on the matters set out above;
- (s) to consider any other topics specified by the Board;
- (t) to report to the Board in relation to any other significant decisions and recommendations of the Audit Committee which ought properly to be brought to the attention of the full Board; and
- (u) to make available the terms of reference of the Committee, explaining the Committee's role and authority delegated to it by the Board, by including them on The Stock Exchange of Hong Kong Limited's website and the Company's website.

8. Minutes

Full minutes of Audit Committee meetings are to be kept by the secretary of the meeting (who will normally be the Company Secretary). Draft and final versions of minutes of the Audit Committee meeting are required to be sent to all members of the Audit Committee for their comments and record within a reasonable time after the meeting.

9. Resources

The Audit Committee will be provided with sufficient resources to perform its duties.

(Revised on 31 March 2016, 7 June 2018 and 31 March 2020)