

Shareholders' Meeting Operation and Management Procedures

Approved and Revised by the Shareholders' Meeting on 15th July, 2021

1. To establish a sound governance system for the company's shareholders' meetings, enhance supervision, and strengthen management functions, these procedures have been formulated in accordance with Article 5 of the *Corporate Governance Best Practice Principles for TWSE/TPEX Listed Companies* for compliance.
2. The operation of the company's shareholders' meetings shall be conducted in accordance with these procedures unless otherwise specified by laws or the company's Articles of Incorporation.

3. Convening of Shareholders' Meetings

3.1 The shareholders' meetings of the company shall be convened by the Board of Directors unless otherwise required by law.

3.2 The company shall, at least 30 days before an annual general meeting or 15 days before an extraordinary general meeting, submit electronic files of the meeting notice, proxy form, agenda items, and related explanatory materials to the *Market Observation Post System (MOPS)*. The meeting handbook and supplementary materials shall be submitted electronically to MOPS at least 21 days before an annual general meeting or 15 days before an extraordinary general meeting. Additionally, a complete meeting handbook and supplementary materials shall be prepared at least 15 days before the meeting for shareholders' reference and made available at the company's headquarters and the professional stock affairs agency appointed by the company, as well as distributed at the meeting venue.

3.3 The meeting notice and public announcement shall specify the agenda items. Notices may be delivered electronically with the consent of the recipient.

3.4 The notice must specify agenda items such as the election or dismissal of directors, amendments to the Articles of Incorporation, capital reduction, cessation of public issuance, approval of directors engaging in competing businesses, capitalization of earnings or capital reserves, company dissolution, merger, division, or other matters listed under Article 185, Paragraph 1 of the *Company Act*. These items cannot be proposed as ad hoc motions.

3.5 The shareholders' meeting shall be held at a location within the company's

registered address or at a venue convenient for shareholders to attend. The meeting time shall not be earlier than 9:00 AM or later than 3:00 PM, with full consideration of independent directors' opinions.

4. Shareholders' Right to Propose Motions

4.1 Shareholders holding at least 1% of the total issued shares may submit one motion for the annual general meeting. If multiple motions are submitted, only one shall be included in the agenda. However, motions that promote public interest or corporate social responsibility may still be included at the discretion of the Board of Directors. The Board may exclude proposals that meet the conditions listed in Article 172-1, Paragraph 4 of the *Company Act*.

4.2 The company shall announce the period for accepting shareholder proposals, as well as the submission method (written or electronic), location, and acceptance period, at least 10 days before the book closure date for the annual general meeting.

4.3 Shareholder proposals must not exceed 300 words; proposals exceeding this limit will not be included in the agenda. The proposing shareholder must attend the meeting in person or by proxy to participate in discussions.

4.4 The company shall notify shareholders of the acceptance or rejection of their proposals before sending out the meeting notice.

4.5 For proposals not included in the agenda, the Board of Directors shall explain the reasons at the shareholders' meeting.

5. Use of Proxy Forms

5.1 Shareholders may issue the company's official proxy form for each meeting, specifying the scope of authorization to appoint a proxy to attend the meeting.

5.2 Each shareholder may issue only one proxy form and appoint only one proxy. The proxy form must be submitted to the company at least five days before the meeting. In the case of duplicate proxy submissions, the earliest submission shall prevail unless a written statement revoking the previous proxy is provided.

5.3 If a shareholder submits a proxy form but later decides to attend the meeting in person or vote electronically, they must submit a written notice revoking the proxy at least two days before the meeting. If not revoked in time, the proxy's vote shall prevail.

6. Shareholders' Meeting Documents and Procedures

- 6.1 The company shall specify in the meeting notice the registration time, location, and relevant details for shareholder check-in.
- 6.2 The check-in process shall begin at least 30 minutes before the meeting, with clear signage and adequate personnel available.
- 6.3 Shareholders or their proxies must present an attendance card or other proof of attendance. The company may not request additional identification documents beyond what is required. Proxy solicitors must bring their identity documents for verification.
- 6.4 A sign-in book shall be provided for shareholders, or they may submit an attendance card instead.
- 6.5 The company shall distribute the meeting handbook, annual report, attendance card, speaking slips, voting ballots, and other relevant materials to shareholders. If a director election is held, election ballots shall be provided.
- 6.6 If a government or corporate entity is a shareholder, its representative(s) attending the meeting shall not be limited to one person. However, if a corporate entity is appointed as a proxy, only one person may represent it.

7. Chairperson and Attendees

- 7.1 If the meeting is convened by the Board of Directors, the chairperson shall be the Chairman of the Board. If the Chairman is absent, the Vice Chairman shall preside; if both are absent, a designated director shall act as chairperson. If no designation is made, directors shall elect one among themselves.
- 7.2 If the chairperson is a representative of a corporate director, the representative must have served for at least six months and be familiar with the company's financial and operational status.
- 7.3 If the meeting is convened by other authorized persons, the chairperson shall be the convener. If there are multiple conveners, they shall elect a chairperson among themselves.
- 7.4 The Chairman of the Board should personally preside over meetings convened by the Board and ensure that a majority of directors and at least one member from each functional committee attend. Attendance details shall be recorded in the minutes.
- 7.5 The company may invite legal counsel, accountants, or relevant personnel to attend the meeting.

8. Meeting Records and Voting

8.1 The company shall record the check-in process, meeting proceedings, and voting continuously via audio and video recording.

8.2 Such recordings shall be kept for at least one year. If a shareholder files litigation under Article 189 of the *Company Act*, the records must be preserved until the case is closed.

8.3 Shareholders' attendance is calculated based on shares held.

8.4 If the required quorum is not met, the chairperson may postpone the meeting up to twice, with total delays not exceeding one hour. If quorum remains unmet after two delays, the meeting shall be adjourned.

9. Voting and Resolutions

9.1 Each share carries one vote unless otherwise specified by law.

9.2 The company shall allow electronic and written voting methods. Votes cast in this manner are considered as personal attendance.

9.3 If a shareholder has a conflict of interest that may harm the company, they must abstain from voting.

9.4 The results of the vote, including approval, rejection, and abstentions, shall be disclosed on MOPS on the meeting day.

10. Meeting Minutes and Announcements

10.1 The meeting minutes shall be signed by the chairperson and distributed to shareholders within 20 days after the meeting.

10.2 The minutes shall detail the meeting date, location, chairperson, resolutions, and voting results and shall be permanently retained.

10.3 The company shall publicly disclose major resolutions on MOPS.

11. Enforcement and Amendments

11.1 These procedures shall take effect upon approval by the shareholders' meeting. Amendments shall follow the same procedure.