

Standard Operating Procedures for Handling Directors' Requests

Article 1

To establish good corporate governance, assist directors in performing their duties, and enhance the effectiveness of the board, these procedures are formulated for compliance.

Article 2

Unless otherwise provided by laws or the articles of association, the handling of directors' requests by the company shall be in accordance with these procedures.

Article 3

Directors of the company shall be provided with appropriate and timely information. The form and quantity of the information must be sufficient to enable directors to make decisions and fulfill their duties.

Article 4

The designated unit for board affairs is the Finance Department. The board affairs unit shall prepare the content of board meetings and provide sufficient meeting materials, which shall be sent together with the meeting notice. If directors consider the meeting materials insufficient, they may request additional information from the board affairs unit, which shall provide it within seven days. If directors consider the proposal materials insufficient, the board may resolve to postpone the review.

Article 5

All directors of the company shall have access to the assistance of the corporate governance officer to ensure that board procedures and all applicable laws and regulations are complied with, and to ensure good communication between board members and between directors and the management team.

Article 6

The company has established a corporate governance officer. The corporate governance officer (Vice President of Finance and Administration) is responsible for handling directors' requests and shall promptly handle them within seven days, adhering to the principle of providing timely and effective assistance to directors in performing their duties.

Article 7

These procedures shall be implemented after approval by the board of directors, and the same shall apply to any amendments.

These procedures were established on May 10, 2019.