

Procedures to Standard Operating Procedures for the Handling of Requests made by Directors

Approved by BOD Meeting at May 5th, 2019

Article 1 To assist the director to accomplish her/his responsibilities and increase the efficiency of the Board, the Company shall comply with these procedures unless otherwise prescribed by the Company Law, relevant laws and regulations, or the Company's Articles of Incorporation.

Article 2 The Secretary Office of the Board (the "Secretary") handles the administrative affairs for the Board and functional committees, which is consisted by the finance, legal, stock affairs, human resources, investment and other functional units staffs, and the Board appoints the chief corporate governance officer as the chief officer to the Secretary, the Secretary be in charge of the affairs as follows:

1. The affairs of Board meetings;
2. The affairs of functional committees meetings;
3. Managing the requests made by directors or members of the committees;
4. Handling the affairs of shareholders meetings;
5. Handling or assisting the improvement of directors, or provide the related information to directors;
6. Assisting the Board or the directors to accomplish the responsibilities of relevant laws and regulations, or the Company's Articles of Incorporation.

Article 3 The proposal shall be presented to the Secretary by the estimated date of the meeting unless there were an emergency or with the legitimate and rational cause.

Article 4 The Secretary is responsible for Board and functional committee meetings to draft agenda items with the appropriate communication with the proposing unit, obtain the meeting's chairman's confirmation to the items, prepare sufficient meeting materials, and deliver the meeting notices. The meeting notices and the relevant materials shall be provided together or separately before the statutory limitation.

A director or member of committee who is of the opinion that the meeting materials provided are insufficient, may request the Secretary to supply or explain; the Secretary shall provide the supplement or explanation within 2 days and no later than the hold of meeting.

- Article 5 The Secretary shall provide the adequate and timely information and administrative assistances to make directors accomplish her/his responsibilities during non-routine meeting periods. The assistances shall be provided within 5 days after the request, unless there were an objective restriction, and in that circumstances, the Secretary shall present the current situation or explain within 5 days.
- Article 6 The directors of the Company may request the corporate governance officer and the Secretary to ensure the procedures of Board meeting with the legal compliance, and to keep good channels for the communications among directors and manager.
- Article 7 The Secretary shall review and explain once a director is of opinion to the performance evaluation of Board, functional committees or directors, and so on the secretary shall give an advanced measures if necessary.
- Article 8 For gradually advancing the corporate governance of the Company, the Secretary shall arrange or recommend the directors to attend the corporate governance and corporation society responsibility courses every year.
- Article 9 It is advisable to preserve the relevant records when handling the requests of directors according to these Procedures.
- Article 10 These Procedures and amendments shall come into force after resolved by the Board of Directors.