

Procedures for Handling Requests from Directors

Enacted and resolved by the Board of Directors on May 13, 2019

The first amendment was approved by the Board Meeting on May 10, 2023

- Article I To assist directors to accomplish her/his responsibilities and increase the efficiency of the Board, the Company shall comply with these procedures.
- Article II Unless otherwise prescribed by the Company Law, relevant laws and regulations, or the Company's Articles of Incorporation, these Procedures shall be observed when handling requests from directors.
- Article III Directors of the Company shall be provided directors with appropriate and timely information to ensure they are able to make right decisions with sufficient information in both good quantity and quality and to perform their duties.
- Article IV The Board of Directors of the Company designates the Office of General Management (OGM) to as the functional unit to handles the administrative affairs for the Board. The OGM shall draft contents of the Board of Director meetings and provide sufficient meeting information to send out with meeting notices. If a director requests more sufficient information, the OGM shall respond to the request by sending out additional information within three days after the request is proposed. A director may request a resolution to postpone a meeting to the Board of Directors for insufficient meeting information.
- Article V All directors of the Company shall have access to the assistance of the corporate governance officer to ensure that the procedures of the board of directors and all applicable laws and regulations are complied with, and to ensure good communication of information between board members and between directors and the management department.
- Article VI The Company has established a corporate governance officer who is responsible for handling matters requested by the directors. In accordance with the principle of providing timely and effective assistance to the directors in performing their

duties, the corporate governance officer (General Manager's Office) shall handle such matters as soon as possible, and within seven days at the latest.

Article VII These Procedures, and any amendments hereto, shall enter into force after approved by the Board of Director.