

# Operating Procedure for Applying to Halt or Resume Trading

Resolved by the Board of Directors on December 29, 2015

## Article 1 (Establishment Basis)

In accordance with Paragraph 1, Article 13-4 of the Taiwan Exchange (hereinafter referred to as the TPEX) Procedures for Verification and Disclosure of Material Information of Companies with Listed Securities (hereinafter referred to as the Procedures), this Operating Procedure is established.

## Article 2 (Purpose of the Operating Procedure)

In order for the Company to ensure the confidentiality and mechanism of timely disclosure of material information as well as to allow sufficient time for breaking or publicly announced information for wide dissemination, the Company should proactively apply for suspending trading of listed securities, to TPEX, before 5 p.m. on the trading date by which the Company is expected to publicly announce or to hold meeting of Board of Directors to make specific major policy to allow investors adequate time to digest information and to reduce information disproportionation. Once the relevant information is fully disclosed or elaborated, the Company shall apply to TPEX for resumption of trade of the listed securities.

## Article 3 (Legal Compliance)

The application to suspend and to resume trading of the listed securities of the Company shall proceed in accordance with the applicable TPEX regulations and this Operating Procedure of the Company.

## Article 4 (Responsible Unit)

The Finance and Accounting Department is assigned by the Company to be in charge of the affairs of suspending and resuming of trading of the listed securities (the "Responsible Unit"). The Responsible Unit should proactively apply for suspending or resuming of trading of the listed securities according to the Company's scope, business operations, and management needs. In addition, the Responsible Unit shall consist of personnel with proper qualification in an adequate number.

The Responsible Unit shall at all times pay attention to whether there being circumstances enumerated in the Article 5 of this Operating Procedure under which the Company shall proactively apply for suspending or resuming of trading of the listed securities. The Responsible Unit shall maintain bilateral communications with the TPEX staff to ensure smooth operation.

#### Article 5 (Application for Suspension and Resumption of Trading of Listed Securities)

The Company shall submit application proactively to TPEX for suspension of trading of listed securities one trading day prior to the trading date 5p.m. by which the Company is expected to publicly announce or to hold meeting of the Board of Directors to make specific major policy on any matter listed in the Paragraph 1, Article 13-1 of the TPEX Procedures.

Once the Company has fully elaborated the cause of suspension of trade or the necessity of listed securities trading suspension no longer exists, it should file application instantly to TPEX for resumption of trading of the listed securities.

#### Article 6 (Procedure of Application for Suspension of Trading and Level of Ultimate Approval)

The Responsible Unit shall, during the preparation of the Board of Directors meeting agenda or before the public announcement of material information, observe carefully whether any item listed in Article 5 which may set off application of suspension of trade applies. If an item is as one listed in the previous Article and is properly evaluated to be of importance, the Responsible Unit shall fill out and submit the form for applying suspension of trading of listed securities with the attachments of relevant documents to the Chairman or General Manager of the Company for approval, sealed with stamps of the Company and the Company's responsible person and fax the "Application of Trading Suspension" to TPEX one trade day prior to the date of public announcement or the date the Board of Directors meeting would be held to make decision, and to inform TPEX via email and telephone the name and phone number of the contact person of the Company.

In case of "an urgent situation" (referring to special conditions with reasonable, foreseeable causes such as a serious natural disaster, explosion, or factory strike or riot) in which the Company cannot make the application one trading day prior to the public announcement or making decision by holding meeting of the Board of Directors, the Company shall submitted the application before 7:30 a.m. on the day of public

announcement or the day the Board of Directors meeting is held, accompanied by documents proving the “urgency status” be attached for TPEX’s verification.

#### Article 7 (Procedure of Application for Resumption of Trading and Level of Ultimate Approval)

The Company, based on the resolution of the Board of Directors or the actual circumstance, after the information being disclosed in accordance with the TPEX Procedures, shall fill out and submit the form for applying resumption of trading of listed securities with the attachment of relevant documents to the Chairman or General Manager of the Company for approval, sealed with stamps of the Company and the Company’s responsible person, then fax it to TPEX to apply for trade resumption, and inform TPEX via email and telephone the name and phone number of the contact person of the Company.

#### Article 8 (Principles of Public Announcement and Information Disclosure)

During the process of applying suspension of trading of listed securities and before the relevant information being disclosed, the directors, supervisors, managers, and employees of the Company who have knowledge of the material internal information should keep the information confidential in compliance with the Company’s “Operating Procedure on Handling Material Internal Information.” Principles on material information disclosure are as follows:

- I. Information should be disclosed in an accurate, complete, and timely manner.
- II. Information disclosure should be based on facts.
- III. Information should be fairly disclosed.

#### Article 9 (Timing for Public Announcement, Declaration, and Disclosure of Information)

The Company should make public announcement of the material information within one hour following the public announcement of suspension or resumption of trade of listed securities being made by TPEX on the Market Information System or the website (<http://www.tpex.com.tw>).

Article 10 (Approval and Amendment of the Operating Procedure by the Board of Directors)

This Operating Procedure, and any amendments hereto, shall enter into force after approved by the Board of Director.

This Operating Procedure was established on December 29, 2015.