

Standard Operating Procedure of Handling the Requirements of the Director

Approved by the Board of Directors on June 14, 2019

Article 1

In order to establish good corporate governance of the Company, and to assist the directors in performing their duties and enhance the effectiveness of the Board of Directors, the procedure is established to be followed.

Article 2

The Company shall deal with matters required by the directors, and shall, in addition to the provisions of Company Act or the Articles of Association, comply with the provisions of this procedure.

Article 3

The directors of the Company shall be provided with appropriate and timely information in such form and quality as to enable the directors to make decisions and to perform their duties as directors with the relevant information.

Article 4

The dedicated unit designated by the Board of Directors of the Company is the Secretariat. The dedicated unit shall prepare the contents of the board meeting and provide sufficient meeting materials to be sent together at the time of the convening notice.

If the directors think that the information of the meeting is insufficient, they may request the dedicated unit to satisfy the identified deficiencies. The dedicated unit shall provide it within seven days. If the directors think that the proposed information is insufficient, they may postpone the review after the resolution of the Board of Directors.

Article 5

All directors of the Company shall be able to obtain the assistance of the Corporate Governance Officer to ensure that the board procedures and all applicable laws and regulations are followed, and to ensure good information exchange between board

members and between the Board of Directors and the management team.

Article 6

The Company has set up a Corporate Governance Officer, and the Corporate Governance Officer is responsible for handling the requirements of the directors and assist the directors to perform their duties in a timely and effective manner within seven days.

Article 7

This procedure, including its amendments, is effective upon approval of the Board of Directors.