

Corporate governance supervisor setting and business enforcement scenarios

On March 16, 2021, the Board of Directors resolved to establish a head of corporate governance and appointed Mr. Yen, Hsien-Ying, the head of accounting, to be in charge of corporate governance related matters, which meets the qualifications that a head of corporate governance should have.

Terms of Reference

To handle matters related to the meetings of the Board of Directors and the Shareholders' Meeting in accordance with the law.

- Assisting in planning matters related to the Board of Directors and Shareholders' meeting.
- Assisting in matters related to the appointment and continuing further study of Directors.
- Assisting in providing information necessary for the Directors to conduct the business
- Assisting in providing Directors comply with ordinance.
- Assisting execution the rest in accordance with articles of association or contract stipulate.

Annual Business Execution Status

1. To transact business related to Board of Directors' meetings in accordance with regulations: All directors are notified seven days prior to the board of directors' meeting to attend the meeting and are provided with sufficient meeting information to facilitate the directors' understanding of the relevant contents of the motion. If a director has an interest in a matter of the meeting that relates to himself/herself or a legal entity that he/she represents, will reminded of their interest in the matter in question in advance to avoid it. The minutes of the Board of Directors' meeting will be distributed to the Board of Directors within 20 days after the meeting.
2. The matters related to Shareholders' meetings in accordance with regulations: Annually registering the date of the Shareholders' meeting within legal deadlines, preparing and submitting meeting notices, agendas, and minutes before the deadline. And register the change of company upon amendment of the articles of association or re-election of directors.
3. Assisting directors in complying with various laws and codes of practice: Providing annual educational courses for directors and non-periodically supplying necessary information for directors to understand the latest developments in the company's operations.

4. According to the company's "Regulations Governing the Evaluation of the Performance of the Board of Directors". At the end of each year, performance evaluation questionnaires are distributed for completion, and a report on the results of the performance evaluation shall be recorded and submitted to the Board of Directors for review and improvement.
5. "Corporate Governance Management Platform": Based on the evaluation indexes of the Taiwan Stock Exchange Corporation's "Corporate Governance Evaluation", regularly review and discuss corporate governance-related issues with each unit, establish objectives for corporate governance, and regularly track the implementation and results of the units in charge of each corporate governance item through the platform system.
6. Handling investor relations-related matters: Providing information on shareholders' meetings, announcements of significant news, financial statements, etc., and responding to inquiries on investor-related issues.

Status of Further Study

Learning Organizations	Course Name	Training Time	Hours of study
Accounting Research and Development Foundation	<u>Legal Compliance for Corporate Sustainability ESG - Renewable Energy and Investing in Green Energy</u>	2022/02/21	6
Accounting Research and Development Foundation	Practical Analysis of "Sustainability Report" under Corporate Governance 3.0 Policy	2022/02/24	3
Taiwan Securities Association	Corporate Governance and Corporate Social Responsibility	2022/08/22	3