

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	1/13

1. In order to establish a good governance system of the shareholders' meeting of the Company, improve the supervisory function and enhance the management functions, these Regulations are formulated in accordance with Article 5 of the "[**T-6-201707-008**] **Corporate Governance Best Practice Principles for TWSE/TPEX Listed Companies**".
2. Matters related to the rules of procedure of the shareholders' meeting of the Company shall comply with the provisions of these Regulations, unless otherwise stipulated by laws and regulations or the Articles of Association.
3. (Notice of Convening of Shareholders' Meeting)
 - 3.1. Unless otherwise stipulated in the Articles of Association of the Company or laws and regulations, the shareholders' meeting of the Company shall be convened by the board of directors.
 - 3.2. Changes to the method of convening the shareholders' meeting of the Company shall be subject to a resolution of the board of directors, and shall be made no later than the delivery of notice of convening of the shareholders' meeting.
 - 3.3. The Company shall, 30 days prior to the general shareholders' meeting or 15 days prior to the extraordinary shareholders' meeting, upload the notice of convening of the shareholders' meeting, the power of attorney, the proposals for recognition, discussion, election or dismissal of directors, etc. in electronic formats to the official site of MOPs. 21 days prior to the general shareholders' meeting or 15 days prior to the extraordinary shareholders' meeting, the Company shall upload the shareholders' meeting handbook and the related supplementary materials in electronic format to the official site of MOPs. However, if the Company's paid-in capital at the end of the most recent fiscal year reaches NT\$10 billion or above, or the Company held the general shareholders' meeting in the most recent fiscal year in which and the total shareholding of foreign and mainland China investors recorded in the shareholders register reaches more than 30%, the above information shall be uploaded in electronic files electronic formats to the official site of MOPs 30 days prior to the general shareholders' meeting. 15 days prior to the shareholders' meeting, the Company shall complete the current meeting handbook and supplementary materials for shareholders' reference at any time, and display this information at the premises of the Company and the professional stock agency appointed by the Company.
 - 3.4. The meeting handbook and supplementary materials specified in the preceding Paragraph shall be provided to shareholders for reference by the Company on the day of the shareholders' meeting in the following ways:
 - 3.4.1 Distributed on site where the physical shareholders' meeting is held.
 - 3.4.2 When a hybrid shareholders' meeting is held, the handbook and material shall be distributed at the site of the shareholders' meeting and uploaded to the video conference platform in electronic formats.
 - 3.4.3 When a video conference of shareholders' meeting is held, the handbook and material shall be uploaded to the video conference platform in electronic formats.
 - 3.5. The notice shall specify the reason for the convening; if the notice is approved by the

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	2/13

counterparties, it may be prepared in electronic formats.

- 3.6. Election or dismissal of directors, amendment of Articles of Association, capital reduction, application for cessation of public offering,, relief of directors' non-competition agreement, capital increase from surplus, capital increase from public reserves, company dissolution, merger, division or matters specified in Paragraph 1 of Article 185 of "[T-6-201707-002] **Company Act**", Articles 26-1 and 43-6 of "[T-6-201707-029] **Securities and Exchange Act**", and Articles 56-1 and 60-2 of "[T-6-201707-039] **Regulations Governing the Offering and Issuance of Securities by Securities Issuers**" shall be listed and explained in the reason for the convening, and shall not be proposed as an extempore motion.
- 3.7. If the reasons for convening the general shareholders' meeting have stated the general re-election of directors and the date of their inauguration, after the re-election by the shareholders' meeting is completed, the same meeting shall not reach any resolution to change the date of the directors' inauguration by extempore motions or any other means.
- 3.8. Shareholders holding one percent (1%) or more of the total number of issued shares may submit a proposal to the Company at the general shareholders' meeting, the number of such proposal shall not exceed one, and any other proposal exceeding the limitation of the number will not be included in the discussion procedure of the meeting. In addition, for the proposals submitted by the shareholders fall under one of the circumstances of Paragraph 4 of Article 172-1 of [T-6-201707-002] **Company Act**, the board of directors may not list them as the proposals to be discussed. Shareholders may submit proposals urging the Company to promote public interests or fulfill its social responsibilities, and the procedure shall be conducted based on the relevant provisions of Article 172-1 of "[T-6-201707-002] **Company Act**", the number of such proposals shall not exceed one, and any other proposal exceeding the limitation of the number will not be included in the discussion procedure of the meeting.
- 3.9. The Company shall announce the acceptance of shareholders' proposals, the methods of acceptance in writing or electronically, the place of acceptance and the acceptance period prior to the book closure date before the convening of the general shareholders' meeting, and such acceptance period shall not be less than ten days.
- 3.10. The content of any of the proposals proposed by shareholders shall not exceed 300 words. If the number exceeds 300 words, the proposal will not be included for discussion; the proposing shareholder shall attend the general shareholders' meeting in person or by proxy, and participate in the discussion of the proposal.
- 3.11. The Company shall notify the proposing shareholders of the handling results before the date of notice of convening the shareholders' meeting, and list the proposals in compliance with the provisions of this Article in the notice. For shareholders' proposals that are not included for discussion, the board of directors shall explain the reasons for rejection at the shareholders' meeting.
4. (Proxy for Attending the Shareholders' Meeting and Authorization)
 - 4.1. Any of the shareholders may, at each shareholders' meeting, issue a power of attorney stipulated by the Company specifying the scope of authorization to appoint a proxy to attend the shareholders' meeting.

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	3/13

- 4.2. Each shareholder may only issue one power of attorney to appoint only one proxy, which shall be delivered to the Company five days before the convening shareholders' meeting. In the event of any repetitive powers of attorney, the one that is served first shall prevail. However, such provision does not apply to those powers of attorney issued prior to the declaration of revocation.
- 4.3. After the power of attorney is delivered to the Company, shareholders who wish to attend the shareholders' meeting shall notify the Company in writing of the revocation of the proxy two days before the shareholders' meeting. In the event of overdue revocation, the voting right exercised by the authorized proxy shall prevail.
- 4.4. After the power of attorney is delivered to the Company, shareholders who wish to attend the shareholders' meeting by video conferencing shall notify the Company in writing of the revocation of the proxy two days before the shareholders' meeting. In the event of overdue revocation, the voting right exercised by the authorized proxy shall prevail.
5. (Principles of the Venue and Time of the Shareholders' Meeting)
 - 5.1 The venue of the shareholders' meeting shall be the place where the Company is located or a venue that is convenient for shareholders to attend and suitable for the shareholders' meeting. The meeting shall not start earlier than 9:00 a.m. or later than 3:00 p.m. and the opinions of independent directors shall be properly considered.
 - 5.2 When the Company convenes the video conference of the shareholders' meeting, the above provisions on the venue will not apply.
6. (Preparation of the Attendance Book)
 - 6.1. The Company shall state in the meeting notice the time and place of the registration of the shareholders, solicitors, and proxies (hereinafter collectively referred to as shareholders), and other matters that shall be noted.
 - 6.2. The time for accepting shareholders' registration in the preceding Paragraph shall last at least 30 minutes before the start of the meeting; the registration place shall be clearly marked, and appropriate and competent personnel shall be assigned to handle works of registration; the registration for video conference of the shareholders' meeting shall last 30 minutes before the start of the meeting and accepted at the platform for video conference. Shareholders who complete the registration shall be deemed to have attended the shareholders' meeting in person.
 - 6.3. Shareholders shall present the attendance certificate, sign-in card or other certification to attend the shareholders' meeting. The Company shall not arbitrarily add any other certification documents required for shareholders to attend; the solicitors who are soliciting the powers of attorney shall present identification documents for verification.
 - 6.4. The Company shall prepare the attendance book for the attending shareholders to sign in, or the attending shareholders may hand in the sign-in cards in lieu of signing in.
 - 6.5. The Company shall deliver the procedures handbooks, annual reports, attendance certificate, speech slips, voting ballots and other meeting materials to the shareholders attending the shareholders' meeting; if there is any election of directors, the election ballots shall be attached.
 - 6.6. For the shareholder who is a government or legal person, the number of representatives

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	4/13

attending the shareholders' meeting is not limited to one person. When a legal person is appointed to attend the shareholders' meeting, only one representative of such legal person may be appointed to attend the meeting.

- 6.7. If the shareholders' meeting is held by video conference, shareholders who wish to attend by video conference shall register with the Company two days before the convening of the meeting.
- 6.8. If the shareholders' meeting is held by video conference, the Company shall upload the procedure handbook, annual report and other relevant materials to the video conference platform of the shareholders' meeting at least 30 minutes prior to the convening of the meeting, and continue to make these materials available until the closure of the meeting.

Article 6-1: (Convening Video Conference of the Shareholders' Meeting, and the Matters to be included in the Convening Notice)

When the Company holds a video conference of the shareholders' meeting, the following matters shall be stated in the notice of convening the shareholders' meeting:

6-1.1 Approach for shareholders' participation in video conferences and methods for exercising their rights.

6-1.2 The obstruction and handling methods for interruption of video conference due to natural disasters, incidents or other force majeure factors shall include, at minimum, the following matters:

6-1.2.1 The time of occurrence of the factor that results in making the meeting required to be postponed or resumed, and the date the meeting is postponed to or re-convened.

6-1.2.2 Shareholders who have not registered to participate in the original shareholders' meeting by video conference shall not participate in the postponed or resumed meeting.

6-1.2.3 When holding hybrid shareholders' meetings and the part of video conference is interrupted, the shareholders' meeting shall continue if, after deducting the number of shares of shareholders attending the video conference, the balance number of shares of attending shareholders reaches the statutory quota for the shareholders meeting. The number of shares of shareholders who attend the shareholders' meeting by means of video conference shall be included in the total number of shares of the shareholders present and regarded as abstentions for all of the resolutions of the shareholders' meeting.

6-1.2.4 The handling of situations in which all resolutions of proposals have already been announced and no extempore motion has been made.

6.1.3 For holding a video conference of shareholders' meeting, it shall specify appropriate alternatives for shareholders who have difficulty participating in the shareholders' meeting by video conference.

7. (Chairman of the Shareholders' Meeting and Non-Voting Attendees)

7.1. If the shareholders' meeting is convened by the board of directors, the chairman of the

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	5/13

board of directors shall be the chairman of the shareholders' meeting. When the chairman asks for leave or is unable to exercise his/her functions and powers for any reason, the vice chairman shall act as the proxy. If there is no vice chairman or the vice chairman also asks for leave or is unable to exercise his/her functions and powers for any reason, the chairman shall appoint a managing director to act as the proxy; if there is no managing director, one director shall be appointed to act as the proxy. If the chairman does not designate any proxy, the managing director or the directors shall elect one among them to act as the proxy.

- 7.2. The chairman of the preceding Paragraph shall be a managing director or a director who has served for more than six months and who has a proper understanding of the Company's financial and business status. The same applies if the chairman is the representative of the legal person directors.
- 7.3. The shareholders' meeting convened by the board of directors is preferred to be chaired by the chairman in person, and more than half of the directors of the board of directors and at least one independent director present in person, and at least one representative of members of various functional committees attend the meeting, and the attendance shall be recorded in the minutes of the shareholders' meeting.
- 7.4. If the shareholders' meeting is convened by a person with the right to convene other than the board of directors, the chairman shall be such person with the right to convene. If there are two or more persons with the right to convene meetings, one of such persons shall be elected as the chairman.
- 7.5. The Company may designate appointed lawyers, accountants or relevant personnel to attend the shareholders' meeting as attendees.
8. (Retention of Audio or Video Recording of the Process of Shareholders' Meetings)
 - 8.1. The Company shall record the entire process of registration, the discussion, and voting of the shareholders' meeting continuously and uninterruptedly starting from the time of acceptance of shareholders' registration.
 - 8.2. The audio-visual materials in the preceding Paragraph shall be kept for at least one year. However, if a shareholder files a lawsuit in accordance with Article 189 under the "[T-6-201707-002] **Company Act**", it shall be preserved until such lawsuit is concluded.
 - 8.3. If the shareholders' meeting is held in the manner of video conference, the Company shall record and retain the audio and video recording of the shareholders' sign-in, registration, login, questioning, voting and voting results, etc., continuously and uninterruptedly throughout the entire video conference.
 - 8.4. The above-mentioned materials and audio and video recordings shall be properly preserved by the Company during its period of existence, and the audio and video recording shall be provided to those who are appointed to handle video conference affairs for retention.
 - 8.5. If the shareholders' meeting is held in the manner of video conference, the Company shall record the back-end operation interface of the video conference platform.
9. (Calculation of Number of Shares of Shareholders Attending the Shareholders' Meeting)
 - 9.1. Attendance at the shareholders' meeting shall be calculated on the basis of shares. The

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	6/13

number of shares attended shall be calculated by adding the number of shares registered in the attendance book or the submitted sign-in cards and the video conferencing platform with the number of shares exercising voting rights in writing or electronically.

- 9.2. When the meeting time has been reached, the chairman shall announce that the meeting is started, and simultaneously announce the number of non-voting rights and the number of shares attended.
- 9.3. However, when shareholders representing more than half of the total number of issued shares are not present, the chairman may announce that the meeting to be postponed. The times of postponements shall not exceed two, and the total postponement time shall not exceed one hour. If there are still not sufficient shareholders representing more than one-third of the total number of issued shares attending the meeting after two postponements, the chairman shall announce the adjournment of the meeting; if the shareholders' meeting is held in the manner of video conference, the Company shall also announce the adjournment of meeting on the video conference platform.
- 9.4. If the number of shareholders who represent more than one-third of the total number of issued shares is present after the second postponement in the preceding Paragraph, a temporary resolution may be reached pursuant to Paragraph 1 of Article 175 of "[T-6-201707-002] **Company Act**", which will be notified to all shareholders the convening of the shareholders' meeting within one month; if the shareholders' meeting is convened in the manner of video conference, shareholders who wish to attend by video conference shall re-register with the Company in accordance with Article 6.
- 9.5. When, prior to the conclusion of the meeting, the number of shares represented by shareholders present reaches more than half of the total number of issued shares, the chairman may make a temporary resolution in accordance with Article 174 of "[T-6-201707-002] **Company Act**" for re-referring to the shareholders' meeting for voting.

10. (Discussion of Proposals)

- 10.1. If the shareholders' meeting is convened by the board of directors, the agenda shall be determined by the board of directors, and relevant proposals (including extempore motions and amendments to original proposals) shall be voted on a case-by-case basis. The meeting shall be proceeded in accordance with the scheduled agenda, and shall not be changed without the resolution of the shareholders' meeting.
- 10.2. If the shareholders' meeting is convened by a person other than the board of directors who has the right to convene, the provisions of the preceding Paragraph shall apply mutatis mutandis.
- 10.3. Before the meeting (including extempore motions) agenda mentioned in the aforesaid two paragraphs is adjourned, the chairman shall not declare the meeting adjourned without resolution; if the chairman violates the Regulations and announces the adjournment of the meeting, the other members of the board of directors shall promptly assist the shareholders present in accordance with legal procedures to elect a person to be the chairman with the consent of more than half of the voting rights of the shareholders present to continue the meeting process.
- 10.4. The chairman shall provide sufficient explanations and opportunities for discussion on

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	7/13

the proposals and the amendments or extempore motions proposed by shareholders. When the chairman deems that the voting has reached a sufficient level, he/she may announce the suspension of the discussion for voting and arrange a suitable time for voting.

11. (Speeches by Shareholders)

- 11.1. Before any attending shareholder makes any speech, he/she shall fill in the speech slip stating the gist of the speech, the shareholder's account number (or attendance certificate number) and account name, and the chairman will determine the order for presenting speeches.
- 11.2. The attending shareholders who only submit the speech slip without making speeches are deemed to have not made speeches. If the content of the spoken speech is inconsistent with the record of speech slip, the content of the spoken speech shall prevail.
- 11.3. Each shareholder's speech on the same proposal shall not exceed two times (each time shall not exceed five minutes) without the consent of the chairman. However, if the shareholder's speech violates the regulations or exceeds the scope of the agenda, the chairman may stop such shareholder from making a speech.
- 11.4. When an attending shareholder makes a speech, other shareholders shall not interfere with his/her speech unless having obtained the consent of the chairman and the speaking shareholder, and the chairman shall stop anyone violating such provision.
- 11.5. When a legal person shareholder appoints two or more representatives to attend the shareholders' meeting, only one of these representatives may make a speech on each of the proposals.
- 11.6. After attending shareholders' speeches, the chairman may reply in person or designate relevant personnel for replying.
- 11.7. If the shareholders meeting is held in the manner of video conference, the shareholders attending by video conference may raise questions in text form on the video conference platform of the shareholders meeting after the chairman announces the starting of the meeting and before the announcement of the adjournment of the meeting. The texts shall not exceed 200 words, and the provisions of Articles 11.1 to 11.5 do not apply.
- 11.8. If the raised questions mentioned in the preceding Paragraph do not violate the regulations or does not exceed the scope of the agenda, such question shall be disclosed on the video conference platform of the shareholders' meeting for the general public's reference.

12. (Calculation of Voting Shares and Recusal System)

- 12.1. Voting at the shareholders' meeting shall be calculated on the basis of shares.
- 12.2. The number of shares of shareholders without voting rights shall not be included in the total number of issued shares in the resolution of the shareholders' meeting.
- 12.3. Shareholders who have personal interests in the matters discussed in the meeting and may be harmful to the interests of the Company shall not participate in voting, and shall not exercise their voting rights on behalf of other shareholders.
- 12.4. The number of shares for which voting rights shall not be exercised based on the

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	8/13

preceding Paragraph shall not be included in the number of voting rights of attending shareholders.

- 12.5. Except for a trust enterprise or a stock agency approved by the securities competent authority, when one proxy is appointed by two or more shareholders at the same time, the voting rights of the proxy shall not exceed 3% of the total voting rights of the issued shares. The excess voting rights shall not be included.
13. (Voting, Scrutineering and Counting of Votes)
 - 13.1. Shareholders have one vote per share, except those who are restricted or have no voting rights in accordance with Paragraph 2 of Article 179 of "[T-6-201707-002] **Company Act**."
 - 13.2. When the Company convenes a shareholders' meeting, it may adopt electronic or written manners to exercise the voting rights; when exercising voting rights in writing or electronically, the method for exercising rights shall be specified in the notice of convening of the shareholders' meeting. Shareholders who exercise their voting rights in writing or electronically are deemed to have attended the shareholders' meeting in person. However, the extempore motions and the amendment to the original proposals at the shareholders' meeting shall be deemed as abstention. Therefore, the Company shall refrain from submitting the extempore motions and the amendments to the original proposals.
 - 13.3. In the event of exercising voting rights in writing or electronically in the preceding Paragraph, the statement of intent shall be delivered to the Company two days prior to the convening of shareholders' meeting. If multiple statements of intent are delivered, the earliest statement that was delivered shall prevail. However, such provision does not apply to prior statements of intent that have been declared revoked.
 - 13.4. After shareholders exercise their voting rights in writing or electronically, if they wish to attend the shareholders' meeting in person or by video conference, they shall revoke their statements of intention to exercise the voting rights in the preceding Paragraph two days prior to the convening of shareholders' meeting in the same manner as the exercise of voting rights; if the revocation is overdue, the voting rights exercised in writing or electronically shall prevail. If the voting rights are exercised in writing or electronically and a proxy is appointed via the power of attorney to attend the shareholders' meeting, the voting rights exercised by the proxy appointed shall prevail.
 - 13.5. Unless otherwise stipulated in "[T-6-201707-002] **Company Act**" and the Articles of Association of the Company, voting on the resolution shall be passed with the consent of more than half of the voting rights of the shareholders present. When voting, the chairman or his/her designee shall announce the total number of voting rights of the shareholders present on a proposal-by-proposal basis. And on the day after the convening of the shareholders' meeting, the results of shareholders' approval, objection and abstention shall be uploaded to the official site of MOPs.
 - 13.6. When there are several amendments or alternatives to the same proposal, the chairman shall determine the order of voting on such proposal with the original one. If one of the proposals reaches resolution, the other proposals shall be deemed to be rejected and no further voting would be required.

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	9/13

- 13.7. The scrutineers and vote-counters for voting on the resolution shall be designated by the chairman, but the scrutineers shall have the identity as shareholders.
- 13.8. The counting of votes for voting on proposals or election at the shareholders' meeting shall be done at a public place at the venue of the meeting, and after the votes are fully counted, the results shall be announced on the spot, including the weight for statistics, and a record shall be made.
- 13.9. When the Company convenes the shareholders' meeting in the manner of video conference, the shareholders who attend by video conference shall conduct voting on various resolutions and election proposals on the video conference platform after the chairman announces the start of the meeting. The voting shall be completed before the chairman announces the conclusion of voting, and the voting overdue shall be deemed to have been waived.
- 13.10. If the shareholders' meeting is held in the manner of video conference, after the chairman announces the conclusion of voting, the votes shall be counted in overall for once, and the voting and election results shall be announced.
- 13.11. When the Company holds a hybrid shareholders' meeting, the shareholders, solicitors or proxies who have registered to attend the shareholders' meeting by video conference in accordance with the provisions of Article 6 and later wish to attend the face-to-face shareholders' meeting in person shall submit the revocation of registration two days prior to the convening of shareholders' meeting in the same manner for registration; if the revocation is overdue, they may only attend the shareholders' meeting by video conference.
- 13.12. Except for extempore motions, those who exercise their voting rights in writing or electronically without revoking their statement of intention and participate in the shareholders' meeting by video conferencing shall not exercise their voting rights on the original proposals, propose amendments or exercise the voting rights for amendments to the original proposals.
14. (Election Matters)
- 14.1. When an election of directors is held during the shareholders' meeting, it shall be handled in accordance with the relevant election and appointment regulations set by the Company, and the election results shall be announced on spot, including the list of elected directors and their voting rights, and the list of candidates of directors and supervisors not elected and their voting rights.
- 14.2. The ballots for election in the preceding Paragraph shall be sealed and signed by the scrutineers, and shall be properly preserved for at least one year. However, if a shareholder files a lawsuit in accordance with Article 189 under the "[T-6-201707-002] **Company Act**", it shall be preserved until such lawsuit is concluded.
15. (Minutes of Meeting and Matters of Signature)
- 15.1. The resolutions of the shareholders' meeting shall be made into minutes, which shall be signed or sealed by the chairman, and shall be distributed to all shareholders within 20 days after the meeting. The production and distribution of meeting minutes may be conducted electronically.

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	10/13

- 15.2. For the distribution of the minutes specified in the preceding Paragraph, the Company may publish the minutes on the official site of MOPs.
- 15.3. The minutes of the meeting shall record the day, month, year, venue, name of the chairman, method of resolution, summary of the agenda and voting results (including statistical weights). If an election of directors has taken place, the details of the number of votes obtained by each candidate shall also be disclosed. The minutes of meeting shall be kept during the existence of the Company.
- 15.4. If the shareholders' meeting is held in the manner of video conference, the minutes of the shareholders' meeting shall record, in addition to the items required to be recorded based on the preceding Paragraph, the starting and ending time of the shareholders' meeting, the method for convening the meeting, the name of the chairman and the minute taker, and the information on the alternative measures for participation by shareholders with difficulty in participating by video conference, and the methods and results of handing of unavailability of video conference platform due to force majeure factors or any difficulty in participating via video conference.
- 15.5. In addition to complying with the provisions of the preceding Paragraph when convening the shareholders' meeting in the manner of video conference, the Company shall also specify in the minutes of the meeting the alternative measures for shareholders who have difficulty in participating in the meeting via video conference.
16. (External Announcement)
- 16.1. For the number of shares acquired by the solicitor, the number of shares represented by the proxy, and the number of shares of shareholders attending in writing or electronically, the Company shall, on the day of the shareholders' meeting, prepare a statistical table in the prescribed format, and make clear disclosure at the venue of the shareholders' meeting venue. If the shareholders' meeting is held in the manner of video conference, the Company shall upload and disclose the above-mentioned information to the video conference platform of the shareholders' meeting at least 30 minutes before the start of the meeting until the adjournment of such meeting.
- 16.2. When the Company holds a video conference of the shareholders' meeting, upon the announcement of the start of the meeting, the voting rights of attending shareholders shall be disclosed on the video conference platform. The same applies if the voting rights are additionally counted during the meeting.
- 16.3. If the resolutions of the shareholders' meeting are material information stipulated by laws and regulations or the TWSE, the Company shall upload the content of such material information to the official site of MOPs within the specified time limit.
17. (Maintenance of Order at the Venue)
- 17.1. Personnel handling the shareholders' meeting shall bear ID cards or armbands.
- 17.2. The chairman may direct security personnel to assist in maintaining order at the venue. When the security personnel are present to assist in maintaining order, they shall bear armbands or ID cards displaying the word "SECURITY".
- 17.3. If the venue has any amplifying equipment installed, the chairman may stop the shareholders from speaking with such equipment other than those provided by the

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	11/13

Company.

- 17.4. Any shareholder violates the Regulations of Procedures, fails to follow the chairman's request for corrections, and obstructs the progress of the meeting and without cooperating after being requested to stop the violation, the chairman may instruct the security personnel to ask such shareholder to leave the venue.
18. (Recess and Resumption)
 - 18.1. During the progress of the meeting, the chairman may determine to announce a recess. In the event of any factor of force majeure, the chairman may determine to suspend the meeting temporarily, and announce the time for the resumption of the meeting as the case may be.
 - 18.2. If, prior to the conclusion of the agenda (including extempore motions) of the shareholders' meeting, the venue for the meeting cannot continue to be used for holding the meeting, the shareholders' meeting may reach a resolution to find another venue to continue the progress of such meeting.
 - 18.3. The shareholders' meeting may, in accordance with Article 182 of "[T-6-201707-002] **Company Act**", reach a resolution to postpone or resume the meeting within five days.
19. (Information Disclosure of Video Conference)
If the shareholders' meeting is held by video conference, the Company shall immediately disclose the voting and election results of various proposals on the video conference platform of the shareholders' meeting in accordance with the regulations, and shall continue to disclose the information for at least 15 minutes after the chairman announces the adjournment of the meeting.
20. (Location of the Chairman and the Minute Taker of the Video Conference of the Shareholders' Meeting)
When the company holds a video conference of shareholders' meeting, the chairman and the minute taker shall be at the same place in Taiwan, and the chairman shall announce the address of the place at the time of the official convening of the meeting.
21. (Handling of Signal Interruption)
 - 21.1 If the shareholders' meeting is held in the manner of video conference, the Company may provide a simple connection test for shareholders before the start of the meeting, and provide relevant services immediately before and during the meeting to assist in handling technical problems of communication.
 - 21.2 If the shareholders' meeting is held by video conference, the chairman shall, when announcing the start of the meeting, separately announce that except as stipulated in Paragraph 4 of Article 44-20 of "[T-6-202203-070] **Regulations Governing the Administration of Shareholder Services of Public Companies**", if before the chairman officially announces the adjournment of the meeting there is any difficulty to attend the meeting in the manner of video conference due to natural disasters, incidents or other force majeure factors, which lasts for more than 30 minutes, the meeting shall be postponed or resumed within five days and Article 182 of "[T-6-201707-002] **Company Act**" shall not apply.

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	12/13

- 21.3 In the event of the occurrence of the preceding Paragraph, which requires the meeting to be postponed or re-convened. Shareholders who have not registered to participate in the original shareholders' meeting by video conference shall not participate in the postponed or re-convened meeting.
- 21.4 When the meeting is required to be postponed or resumed in accordance with the provisions of Paragraph 2, for shareholders who have registered to participate in the original shareholders' meeting by video conference but have not participated in the postponed or resumed the meeting, the number of shares and the voting rights exercised at the original shareholders' meeting shall be included in the total number of shares and voting rights of shareholders present at the postponed or resumed meeting.
- 21.5 In accordance with the provisions of Paragraph 2, when the shareholders' meeting is postponed or resumed, the completed voting and counting of votes, the voting results or the list of elected directors and supervisors that have been resolved are not required to be re-discussed or resolved again.
- 21.6 When the Company holds a hybrid shareholders' meeting and the part of video conference is interrupted due to a situation stated in Paragraph 2, the postponement or re-convening of the meeting stated in Paragraph 2 will not be required if after deducting the number of shares of shareholders attending the video conference the balance number of shares of attending shareholders reaches the statutory quota for the shareholders meeting.
- 21.7 In the event of the occurrence of the above-mentioned resumed meeting, the number of shares of shareholders who attend the shareholders' meeting by video conference shall be included in the total number of shares of the shareholders present, but shall be regarded as abstention for all the resolutions of the shareholders meeting.
- 21.8 The Company postponing or resuming the meeting in accordance with the provisions of Paragraph 2 shall comply with the provisions set out in Paragraph 7 of Article 44-20 of "[T-6-202203-070] Regulations Governing the Administration of Shareholder Services of Public Companies", and shall handle relevant preparatory works according to the date of the original shareholders' meeting and the provisions of this Article.
- 21.9 For the periods specified in the second sentence of Article 12 and Paragraph 3 of Article 13 of "[T-6-202203-069] Regulations Governing the Use of Proxies for Attendance at Shareholder Meetings of Public Companies", and Paragraph 2 of Article 44-5, Article 44-15 and Paragraph 1 of Article 44-17 of "[T-6-202203-070] Regulations Governing the Administration of Shareholder Services of Public Companies", the Company shall postpone or resume the date of the shareholders' meeting in accordance with Paragraph 2.
22. (Solving Digital Divide)
- For holding a video conference of shareholders' meeting by the Company, it shall specify appropriate alternatives for shareholders who have difficulty participating in the shareholders' meeting by video conference.
23. Matters not covered in these Regulations shall be handled in accordance with "[T-6-201707-002] Company Act", the Articles of Association and relevant laws and regulations.

Document Title	Regulations of Procedures of Shareholders' Meetings			No.	T-GM-3-011-E
Formulated by	Business Operations Dept.	Amendment Date	2022/06/09	Page	13/13

24. These Regulations shall be implemented after being approved by the shareholders' meeting, and the same shall apply to its amendments.

Reference Documents:

1. [T-6-201707-002] Company Act.
2. [T-6-201707-008] Corporate Governance Best Practice Principles for TWSE/TPEX Listed Companies.
3. [T-6-201707-029] Securities and Exchange Act.
4. [T-6-201707-039] Regulations Governing the Offering and Issuance of Securities by Securities Issuers.
5. [T-6-202203-070] Regulations Governing the Administration of Shareholder Services of Public Companies.
6. [T-6-202203-069] Regulations Governing the Use of Proxies for Attendance at Shareholder Meetings of Public Companies.

Reference Forms and Lists: N/A.