

# ITEQ CORPORATION

## Corporate Governance Best Practice Principles

### Chapter I General Provisions

- Article 1 In order to establish a sound corporate governance system and promote sound development of the securities market. The Corporation has formulated these Principles for compliance.
- Article 2 When setting up the corporate governance system, in addition to complying with relevant laws, regulations, Articles of Incorporation, contracts signed with the Taiwan Stock Exchange Corporation (TWSE) or the Taipei Exchange (TPEX), and other relevant regulations, the Corporation shall follow the following principles:
1. Establish an effective corporate governance framework.
  2. Protect the rights and interests of shareholders.
  3. Strengthen the powers of the Board of Directors.
  4. Fulfill the function of supervisors.
  5. Respect the rights and interests of stakeholders.
  6. Enhance information transparency.
- Article 3 The Corporation shall follow the Criteria Governing Establishment of Internal Control Systems by Public Reporting Companies and take into consideration the overall operational activities of itself and its subsidiaries to establish an effective internal control system, and shall conduct continuing reviews of the system, in order to ensure the continued effectiveness of its design and implementation in light of changes in the Corporation's internal and external environment.
- The Corporation shall perform full self-assessments of its internal control system. Its Board of Directors and management shall review the results of the self-assessments by each department at least annually and the reports of the internal audit department on a quarterly basis. The audit committee shall also attend to and supervise these matters. Directors shall periodically hold discussions with their internal auditors about reviews of internal control system deficiencies. A record of the discussions shall be kept, and the discussions shall be followed up, improvements implemented, and a report submitted to the Board of Directors. The Corporation is advised to establish channels and mechanisms of communication between its Independent Directors, audit committees and chief internal auditors, and the convener of the audit committee shall report the communications between members of the audit committees and chief internal auditors at the shareholders' meeting.
- The management of The Corporation shall pay special attention to the internal audit department and its personnel, fully empower them and urge them to conduct audits effectively, to evaluate problems of the internal control system and assess the efficiency of its operations to ensure that the system can operate effectively on an on-going basis, and to assist the Board of Directors and the management to perform their duties effectively so as to ensure a sound corporate governance system.
- Appointment, dismissal, evaluation and review, salary and compensation of internal auditors of the Corporation is advised to be reported to the Board of Directors or shall be submitted by the chief auditor to the Board chairperson for approval.
- Article 3-1 The Corporation is advised to have an adequate number of corporate

governance personnel with appropriate qualifications based on the size of the Corporation, business situations and management needs, and shall appoint a chief corporate governance officer as the most senior officer to be in charge of corporate governance affairs. Said officer shall be a qualified, practice-eligible lawyer or accountant or have been in a managerial position for at least three years in a securities, financial, or futures related institution or a public company in handling legal affairs, legal compliance, internal audit, financial affairs, stock affairs, or corporate governance affairs.

It is required that the corporate governance affairs mentioned in the preceding paragraph include at least the following items:

1. Handling matters relating to Board meetings and shareholders' meetings according to laws.
2. Producing minutes of Board meetings and shareholders' meetings.
3. Assisting in onboarding and continuous development of Directors.
4. Furnishing information required for business execution by Directors.
5. Assisting Directors with legal compliance
6. Other matters set out in the Articles of Incorporation or contracts.

## **Chapter II Protection of Shareholders' Rights and Interests**

### **Section 1 Encouraging Shareholders to Participate in Corporate Governance**

Article 4 The corporate governance system of the Corporation shall be designed to protect shareholders' rights and interests and treat all shareholders equitably.

The Corporation shall establish a corporate governance system which ensures shareholders' rights of being fully informed of, participating in and making decisions over important matters of the Corporation.

Article 5 The Corporation shall convene shareholders' meetings in accordance with the Company Act and relevant laws and regulations, and provide comprehensive rules for such meetings. The Corporation shall faithfully implement resolutions adopted by shareholders' meetings in accordance with the rules for the meetings. Resolutions adopted by shareholders' meetings of the Corporation shall comply with laws, regulations and Articles of Incorporation.

Article 6 The Board of Directors of the Corporation shall properly arrange the agenda items and procedures for shareholders' meetings, and formulate the principles and procedures for shareholder nominations of Directors and submissions of shareholder proposals. The Board shall also properly handle the proposals duly submitted by shareholders. Arrangements shall be made to hold shareholders meetings at a convenient location, advisably with virtual conferencing available and sufficient time allowed and sufficient number of suitable personnel assigned to handle attendance registrations. No arbitrary requirements shall be imposed on shareholders to provide additional evidentiary documents beyond those showing eligibility to attend. Shareholders shall be granted reasonable time to deliberate each proposal and an appropriate opportunity to make statements. For a shareholders' meeting called by the Board of Directors, it is advisable that the Board chairperson chair the meeting, that a majority of the Directors (including at least one Independent Director) and convener of the audit committee, attend in person, and that at least one member of other functional committees attend as representative. Attendance details should be recorded in the shareholders' meeting minutes.

Article 7 The Corporation shall encourage its shareholders to actively participate in corporate governance. It is advisable that the Corporation engage a professional shareholder services agent to handle shareholders meeting matters, so that

shareholders meetings can proceed on a legal, effective and secure basis. The Corporation shall seek all ways and means, including fully exploiting technologies for information disclosure, to upload annual reports, annual financial statements, notices, agendas and supplementary information of shareholders' meetings in both Chinese and English concurrently, and shall adopt electronic voting, in order to enhance shareholders' attendance rates at shareholders' meetings and ensure their exercise of rights at such meetings in accordance with laws.

The Corporation is advised to avoid raising extraordinary motions and amendments to original proposals at a shareholders meeting, and is advised to adopt a candidate nomination system for the election of Directors.

The Corporation is advised to arrange for its shareholders to vote on each separate proposal in the shareholders' meeting agenda, and following conclusion of the meeting, to enter the voting results the same day, namely the numbers of votes cast for and against and the number of abstentions, on the Market Observation Post System.

Article 8

The Corporation, in accordance with the Company Act and other applicable laws and regulations, shall record in the shareholders' meeting minutes the date and place of the meeting, the name of the chairperson, the method of adopting resolutions, and a summary of the essential points of the proceedings and the results of the meeting. With respect to the election of Directors, the meeting minutes shall record the method of voting adopted therefore and the total number of votes for the elected Directors.

The shareholders' meeting minutes shall be properly and perpetually kept by the Corporation during its legal existence, and should be sufficiently disclosed on the Corporation's website.

Article 9

The chairperson of the shareholders' meetings shall be fully familiar and comply with the rules governing the proceedings of the shareholders' meetings established by the Corporation. The chairperson shall ensure the proper progress of the proceedings of the meetings and may not adjourn the meetings at will. In order to protect the interests of most shareholders, if the chairperson declares the adjournment of the meeting in a manner in violation of rules governing the proceedings of the shareholders' meetings, it is advisable for the members of the Board of Directors other than the chairperson of the shareholders' meeting to promptly assist the attending shareholders at the shareholders' meeting in electing a new chairperson of the shareholders' meeting to continue the proceedings of the meeting, by a resolution to be adopted by a majority of the votes represented by the shareholders attending the said meeting in accordance with the legal procedures.

Article 10

The Corporation shall place high importance on the shareholder right to know, and shall faithfully comply with applicable regulations regarding information disclosure in order to provide shareholders with regular and timely information on company financial conditions and operations, insider shareholdings, and corporate governance status through the Market Observation Post System or the website established by the Corporation.

To treat all shareholders equally, it is advisable that the Corporation concurrently disclose the information under the preceding paragraph in English. To protect its shareholders' rights and interests and ensure their equal treatment, the Corporation shall adopt internal rules prohibiting Corporation insiders from trading securities using information not disclosed to the market.

The rules mentioned in the preceding paragraph shall include stock trading control measures from the date insiders of the Corporation become aware of the contents of the Corporation's financial reports or relevant results. Measures include, without limitation, those prohibiting a Director from trading its shares during the closed period of 30 days prior to the publication of the annual financial reports and 15 days prior to the publication of the quarterly financial reports.

Article 11

The shareholders shall be entitled to profit distributions by the Corporation. In order to ensure the investment interests of shareholders, the shareholders meeting may, pursuant to Article 184 of the Company Act, examine the statements and books prepared and submitted by the Board of Directors and the reports submitted by the audit committee, and may decide profit distributions and deficit off-setting plans by resolution. In order to proceed with the above examination, the shareholders' meeting may appoint an inspector. The shareholders may, pursuant to Article 245 of the Company Act, apply with the court to select an inspector in examining the accounting records, assets, particulars, documents and records of specific transaction of the Corporation. The Board of Directors, audit committee and managerial officers of the Corporation shall fully cooperate in the examination conducted by the inspectors in the preceding two paragraphs without any circumvention, obstruction or rejection.

Article 12

In entering into material financial and business transactions such as acquisition or disposal of assets, lending funds, and making endorsements or providing guarantees, the Corporation shall proceed in accordance with the applicable laws and/or regulations and establish operating procedures in relation to these material financial and business transactions which shall be reported to and approved by the shareholders' meeting so as to protect the interests of the shareholders.

When the Corporation is involved in a merger, acquisition or public tender offer, in addition to proceeding in accordance with the applicable laws and/or regulations, it shall not only pay attention to the fairness, rationality, etc. of the plan and transaction of the merger, acquisition or public tender offer, but information disclosure and the soundness of the Corporation's financial structure thereafter.

The relevant personnel of the Corporation handling the matters in the preceding paragraph shall pay attention to the occurrence of any conflicts of interest and the need for recusal.

Article 13

In order to protect the interests of the shareholders, it is advisable that the Corporation designate personnel exclusively dedicated to handling shareholder proposals, inquiries, and disputes.

The Corporation shall properly deal with any legal action duly instituted by shareholders in which it is claimed that shareholder rights and interests were damaged by a resolution adopted at a shareholders' meeting or a Board of Directors meeting in violation of applicable laws, regulations, or the Corporation's Articles of Incorporation, or that such damage was caused by a breach of applicable laws, regulations or the Corporation's Articles of Incorporation by any Directors or managerial officers in performing their duties. It is advisable that the Corporation adopt internal procedures for appropriate handling of matters referred to in the preceding two paragraphs, and that it keeps relevant written records for future reference and incorporate the procedures in its

	internal control system for management purposes.
Article 13-1	The Board of Directors of the Corporation is responsible for establishing a mechanism for interaction with shareholders to enhance mutual understanding of the development of the Corporation's objectives.
Article 13-2	In addition to communicating with shareholders through shareholders' meetings and encouraging shareholders to participate in such meetings, the Board of Directors of the Corporation together with managerial officers and Independent Directors shall engage with shareholders in an efficient manner to ascertain shareholders' views and concerns, and expound company policies explicitly, in order to gain shareholders' support.
<b>Section 2</b>	<b>Corporate Governance Relationships Between the Corporation and Related Parties</b>
Article 14	The Corporation shall clearly identify the objectives and the division of authority and responsibility between it and its affiliated enterprises with respect to management of personnel, assets, and financial matters, and shall properly carry out risk assessments and establish appropriate firewalls.
Article 15	Unless otherwise provided by the laws and regulations, a managerial officer of the Corporation may not serve as a managerial officer of its affiliated enterprises. A Director who engages in any transaction for him/herself or on behalf of another person that is within the scope of the Corporation's operations shall explain the major content of such actions to the shareholders' meeting and obtain its consent.
Article 16	The Corporation shall establish sound objectives and systems for management of finance, operations, and accounting in accordance with applicable laws and regulations. It shall further, together with its affiliated enterprises, properly conduct an overall risk assessment of major banks they deal with and customers and suppliers, and implement the necessary control mechanisms to reduce credit risk.
Article 17	The Corporation and its related parties and shareholders enter into financial or business dealings or transactions, a written agreement governing the relevant financial and business operations between them shall be made in accordance with the principle of fair dealing and reasonableness. Price and payment terms shall be definitively stipulated when contracts are signed, and non-arm's length transactions shall be prohibited. All transactions or contracts made by and between the Corporation and its affiliated persons and shareholders shall follow the principles set forth in the preceding paragraph, and improper channeling of profits is strictly prohibited.
Article 18	A corporate shareholder having controlling power over the Corporation shall comply with the following provisions: <ol style="list-style-type: none"> <li>1. It shall bear a duty of good faith to other shareholders and shall not directly or indirectly cause the Corporation to conduct any business which is contrary to normal business practice or not profitable.</li> <li>2. Its representative shall follow the rules implemented by the Corporation with respect to the exercise of rights and participation of resolution, so that at a shareholders' meeting, the representative shall exercise his/her voting right in good faith and for the best interest of all shareholders and shall exercise the fiduciary duty and duty of care of a Director.</li> <li>3. It shall comply with relevant laws, regulations and the Articles of Incorporation of the Corporation in nominating Directors and shall not act</li> </ol>

- beyond the authority granted by the shareholders' meeting or Board meeting.
4. It shall not improperly intervene in corporate policy making or obstruct corporate management activities.
  5. It shall not restrict or impede the management or production of the Corporation by methods of unfair competition such as monopolizing corporate procurement or foreclosing sales channels.
  6. The representative that is designated when a corporate shareholder has been elected as a Director shall meet the Corporation's requirements for professional qualifications. Arbitrary replacement of the corporate shareholder's representative is inappropriate.

Article 19

The Corporation shall retain at all times a register of major shareholders who own a relatively high percentage of shares and have controlling power, and of the persons with ultimate control over those major shareholders.

The Corporation shall disclose periodically important information about its shareholders holding more than 10 percent of the outstanding shares of the Corporation relating to the pledge, increase or decrease of share ownership, or other matters that may possibly trigger a change in the ownership of their shares. The major shareholder indicated in the first paragraph refers to those who owns 5 percent or more of the outstanding shares of the company or the shareholding stake thereof is on the top 10 list, provided however that the Corporation may set up a lower shareholding threshold according to the actual shareholding stake that may control the Corporation.

**Chapter III Enhancing the Functions of the Board of Directors**

**Section 1 Structure of the Board of Directors**

Article 20

The Board of Directors of the Corporation shall be responsible to the shareholders' meeting. The various procedures and arrangements of its corporate governance system shall ensure that, in exercising its authority, the Board of Directors complies with laws, regulations, its Articles of Incorporation, and the resolutions of its shareholders' meetings.

The structure of the Corporation's Board of Directors shall be determined by choosing an appropriate number of Board members, not less than five, in consideration of its business scale, the shareholdings of its major shareholders, and practical operational needs.

The composition of the Board of Directors shall be determined by taking diversity into consideration. It is advisable that Directors concurrently serving as Corporation managerial officers not exceed one-third of the total number of the Board members, and that an appropriate policy on diversity based on the Corporation's business operations, operating dynamics, and development needs be formulated and include, without being limited to, the following two general standards:

1. Basic requirements and values: Gender, age, nationality, and culture; it is advisable that the number of female Directors account for at least one-third of all the Directors.
2. Professional knowledge and skills: A professional background (e.g., law, accounting, industry, finance, marketing, technology), professional skills, and industry experience.

All members of the Board shall have the knowledge, skills, and experience necessary to perform their duties. To achieve the ideal goal of corporate governance, the Board of Directors shall possess the following abilities:

1. Ability to make operational judgments.

2. Ability to perform accounting and financial analysis.
3. Ability to conduct management administration.
4. Ability to conduct crisis management.
5. Knowledge of the industry.
6. An international market perspective.
7. Ability to lead.
8. Ability to make policy decisions.

Article 21

The Corporation shall, according to the principles for the protection of shareholder rights and interests and equitable treatment of shareholders, establish a fair, just, and open procedure for the election of Directors, and adopt the cumulative voting mechanism in order to fully reflect shareholders' views unless otherwise provided by the Article of Incorporation.

Unless the competent authority otherwise grants an approval, a spousal relationship or a familial relationship within the second degree of kinship may not exist among more than half of the Directors of the Corporation.

When the number of Directors falls below five due to the discharge of a Director for any reason, the Corporation shall hold a by-election for Director at the following shareholders' meeting. When the number of Directors falls short by one-third of the total number prescribed by the Articles of Incorporation, the Corporation shall convene a special shareholders' meeting within 60 days of the occurrence of that fact for a by-election for Director(s).

The aggregate shareholding percentage of all of the Directors of the Corporation shall comply with the laws and regulations. Restrictions on the share transfer of each Director and the creation, release, or changes of any pledges over the shares held by each Director shall be subject to the relevant laws and regulations, and the relevant information shall be fully disclosed.

Article 22

The Corporation is advised to specify in its Articles of incorporation in accordance with the Company Act that it adopts the candidate nomination system for elections of Directors, carefully review the qualifications of a nominated candidate and the existence of any other matters set forth in Article 30 of the Company Act, and act in accordance with Article 192-1 of the Company Act.

Article 23

Clear distinctions shall be drawn between the responsibilities and duties of the chairperson of the Board of the Corporation and those of its general manager. It is inappropriate for the chairperson to also act as the general manager. If the chairperson also acts as the general manager or the chairperson and general manager are spouses or relatives within one degree of consanguinity, it is advisable that the number of independent Directors be increased and there be a majority of the members of the Board of Directors who are not employees or managerial officers.

The Corporation with a functional committee shall clearly define the responsibilities and duties of the committee.

## **Section 2 Independent Director System**

Article 24

The Corporation shall appoint independent Directors in accordance with its Articles of Incorporation. They shall be not less than three in number and advisably not less than one-third of the total number of Directors.

Independent Directors shall possess professional knowledge and there shall be restrictions on their shareholdings. Applicable laws and regulations shall be observed and, in addition, it is not advisable for an Independent Director to hold office concurrently as a Director (including Independent Director) or supervisor

of more than five other TWSE/TPEX listed companies. Independent Directors shall also maintain independence within the scope of their directorial duties, and may not have any direct or indirect interest in the Corporation.

If the Corporation and its group enterprises and organizations, and another company and its group enterprises and organizations nominate for each other any Director, supervisor or managerial officer as a candidate for an Independent Director of the other, the Corporation shall, at the time it receives the nominations for Independent Directors, disclose the fact and explain the suitability of the candidate for Independent Director. If the candidate is elected as an Independent Director, the Corporation shall disclose the number of votes cast in favor of the elected Independent Director.

The “group enterprises and organizations” in the preceding paragraph comprise the subsidiaries of the Corporation, any foundation to which the Corporation’s cumulative direct or indirect contribution of funds exceeds 50 percent of its endowment, and other institutions or juristic persons that are effectively controlled by the Corporation.

Change of status between Independent Directors and Non-Independent Directors during their term of office is prohibited.

The professional qualifications, restrictions on both shareholding and concurrent positions held, determination of independence, method of nomination and other requirements with regard to the Independent Directors shall be set forth in accordance with the Securities and Exchange Act, the Regulations Governing Appointment of Independent Directors and Compliance Matter for Public Companies, and the rules and regulations of the TWSE.

Article 25

If the Corporation has an Independent Director or Directors, unless otherwise approved by the competent authority, it shall submit the following matters to the Board of Directors for approval by resolution. When an Independent Director has a dissenting opinion or qualified opinion, it shall be noted in the minutes of the Directors meeting:

1. Adoption or amendment of the internal control system pursuant to Article 14-1 of the Securities and Exchange Act.
2. Adoption or amendment, pursuant to Article 36-1 of the Securities and Exchange Act, of handling procedures for financial or operational actions of material significance, such as acquisition or disposal of assets, derivatives trading, extension of monetary loans to others, or endorsements or guarantees for others.
3. A matter bearing on the personal interest of a Director.
4. A material asset or derivatives transaction.
5. A material monetary loan, endorsement, or provision of guarantee.
6. The offering, issuance, or private placement of any equity-type securities.
7. The hiring, discharge, or compensation of an attesting CPA.
8. The appointment or discharge of a financial, accounting, or internal auditing officer.
9. Any other material matter so required by the competent authority.

Article 26

The Corporation shall stipulate the scope of duties of the Independent Directors and empower them with manpower and physical support related to the exercise of their power. The Corporation or other Board members shall not obstruct, reject or circumvent the performance of duties by the Independent Directors. The Corporation shall stipulate the compensation of the Directors according to applicable laws and regulations. The compensation of the Directors shall fully



reflect the personal performance and the long-term management performance of the Corporation, and shall also take the overall operational risks of the Corporation into consideration. Different but reasonable compensation from that of other Directors may be set forth for the Independent Directors.

**Section 3 Audit Committee and Other Functional Committees**

Article 27

For the purpose of developing supervisory functions and strengthening management mechanisms, the Board of Directors of the Corporation, in consideration of the Corporation's scale and type of operations and the number of its Board members, may set up functional committees for auditing, compensation, nomination, risk management or any other functions, and based on concepts of corporate social responsibility and sustainable operation, may set up environmental protection, corporate social responsibility, or other committees.

Functional committees shall be responsible to the Board of Directors and submit their proposals to the Board of Directors for approval, provided that the performance of supervisor's duties by the audit committee pursuant to Article 14-4, paragraph 4 of the Securities and Exchange Act shall be excluded.

Functional committees shall adopt an organizational charter to be approved by the Board of Directors. The organizational charter shall contain the numbers, terms of office, and powers of committee members, as well as the meeting rules and resources to be provided by the Corporation for exercise of power by the committee.

Article 28

The Corporation has established an audit committee. The audit committee shall be composed of the entire number of Independent Directors. It shall not be fewer than three persons in number, one of whom shall be convener, and at least one of whom shall have accounting or financial expertise.

If the Corporation has established an audit committee, the provisions of the Securities and Exchange Act, the Company Act, and any other laws and regulations regarding supervisors shall apply mutatis mutandis to the audit committee.

The Corporation's audit committee should establish the audit committee charters. Matters that should be proposed for resolution by the audit committee should be approved by majority of all members of the audit committee and submitted for resolution by the Board of Directors.

Article 28-1

The Corporation shall establish a compensation committee, and it is advisable that more than half of the committee members be Independent Directors. The professional qualifications for the committee members, the exercise of their powers of office, the adoption of the organizational charter, and related matters shall be handled pursuant to the "Regulations Governing the Appointment and Exercise of Powers by the Remuneration Committee of a Company Whose Stock is Listed on the Taiwan Stock Exchange or the Taipei Exchange."

Article 28-2

The Corporation is advised to establish and announce channels for internal and external whistleblowers and have whistleblower protection mechanisms in place. The unit that handles whistleblowers' reporting shall be independent, provide encrypted protection for the files furnished by whistleblowers, and appropriately restrict access to such files. It shall also formulate internal procedures and incorporate those procedures into the company's internal control system for management purposes.

Article 29

To improve the quality of its financial reports, the Corporation shall establish the position of deputy to its principal accounting officer.

To enhance the professional abilities of the deputy accounting officer of the preceding paragraph, the deputy's continuing education shall proceed following the schedule of the principal accounting officer.

Accounting personnel handling the preparation of financial reports shall also participate in relevant professional development courses for 6 hours or more each year. Those courses may be Corporation internal training activities or may be professional courses offered by professional development institutions for principal accounting officers.

The Corporation shall select as its external auditor a professional, responsible, and independent attesting CPA, who shall perform regular reviews of the financial conditions and internal control measures of the Corporation. With regard to any irregularity or deficiency discovered and disclosed in a timely manner by the auditor during the review, and concrete measures for improvement or prevention suggested by the auditor, the Corporation shall faithfully implement improvement actions. It is advisable that the Corporation establish channels and mechanisms of communication between the Independent Directors or audit committee, and the attesting CPA, and to incorporate procedures for that purpose into the Corporation's internal control system for management purposes.

The Corporation shall evaluate the independence and suitability of the CPA engaged by the Corporation regularly, and no less frequently than once annually. In the event that the Corporation engages the same CPA without replacement for 7 years consecutively, or if the CPA is subject to disciplinary action or other circumstances prejudicial to the CPA's independence, the Corporation shall evaluate the necessity of replacing the CPA and submit its conclusion to the Board of Directors.

Article 30

It is advisable that the Corporation engage a professional and competent legal counsel to provide adequate legal consultation services to the Corporation, or to assist the Board of Directors and the management to improve their knowledge of the law, for the purposes of preventing any infraction of laws or regulations by the Corporation or its staff and ensuring that corporate governance matters proceed pursuant to the relevant legal framework and the prescribed procedures. When, as a result of performing their lawful duties, Directors or the management are involved in litigation or a dispute with shareholders, the Corporation shall retain a legal counsel to provide assistance as circumstances require.

The audit committee or an Independent Director may retain the service of legal counsel, CPA, or other professionals on behalf of the Corporation to conduct a necessary audit or provide consultation on matters in relation to the exercise of their power, at the expense of the Corporation.

**Section 4 Rules for the Proceedings and Decision-Making Procedures of Board Meetings**

Article 31

The Board of Directors of the Corporation shall meet at least once every quarter, or convene at any time in case of emergency. To convene a Board meeting, a meeting notice which specifies the purposes of the meeting shall be sent to each Director no later than 7 days before the scheduled date. Sufficient meeting materials shall also be prepared and enclosed in the meeting notice. If the meeting materials are deemed inadequate, a Director may ask the unit in charge to provide more information or request a postponement of the meeting with the consent of the Board of Directors.

The Corporation shall adopt rules of procedure for Board meetings, which shall follow the Regulations Governing Procedure for Board of Directors Meetings of

Public Companies with regard to the content of deliberations, procedures, matters to be recorded in the meeting minutes, public announcements, and other matters for compliance.

Article 32

Directors of the Corporation shall exercise a high degree of self-discipline. If a Director or a juristic person represented by the Director is an interested party with respect to any proposal for a Board meeting, the Director shall state the important aspects of the interested party relationship at the meeting. When the relationship is likely to prejudice the interests of the Corporation, the Director may not participate in discussion or voting on that proposal and shall enter recusal during the discussion and voting. The Director also may not act as another Director's proxy to exercise voting rights on that matter.

Matters requiring the voluntary recusal of a Director shall be clearly set forth in the rules of procedure for Board meetings.

Article 33

If the Corporation has an Independent Director or Directors, when a Board meeting is convened to consider any matter submitted to it pursuant to Article 14-3 of the Securities and Exchange Act, an Independent Director of the Corporation shall attend the Board meeting in person, and may not be represented by a Non-Independent Director via proxy. When an Independent Director has a dissenting or qualified opinion, it shall be noted in the minutes of the Board of Directors meeting; if the Independent Director cannot attend the Board meeting in person to voice his or her dissenting or qualified opinion, he or she should provide a written opinion before the Board meeting unless there are justifiable reasons for failure to do so, and the opinion shall be noted in the minutes of the Board of Directors meeting.

In any of the following circumstances, decisions made by the Board of Directors shall be noted in the meeting minutes, and in addition, publicly announced and filed on the Internet information reporting system designated by competent authority two hours before the beginning of trading hours on the first business day after the date of the Board meeting:

1. An Independent Director has a dissenting or qualified opinion which is on record or stated in a written statement.
2. The matter was not approved by the audit committee (if the Corporation has set up an audit committee), but had the consent of more than two-thirds of all Directors.

During a Board meeting, managers from relevant departments who are not Directors may, in view of the meeting agenda, sit in at the meetings, make reports on the current business conditions of the Corporation and respond to inquiries raised by the Directors. Where necessary, a CPA, legal counsel, or other professional may be invited to sit in at the meetings to assist the Directors in understanding the conditions of the Corporation for the purpose of adopting an appropriate resolution, provided that they shall leave the meeting when deliberation or voting takes place.

Article 34

Staff personnel of the Corporation attending Board meetings shall collect and correctly record the meeting minutes in detail, as well as a summary, the method of resolution, and voting results of all the proposals submitted to the Board meeting in accordance with relevant regulations.

The minutes of the Board of Directors meetings shall be signed by the chairperson and secretary of the meeting and sent to each Director within 20 days after the meeting. The Director attendance records shall be made part of the meeting minutes, treated as important corporate records, and kept safe

permanently during the life of the Corporation.

Meeting minutes may be produced, distributed, and preserved by electronic means.

The Corporation shall record on audio or video tape the entire proceedings of a Board of Directors meeting and preserve the recordings for at least 5 years, in electronic form or otherwise.

If before the end of the preservation period referred to in the preceding paragraph a lawsuit arises with respect to a resolution of a Board of Directors meeting, the relevant audio or video recordings shall be preserved for a further period, in which case the preceding paragraph does not apply.

Where a Board of Directors meeting is held via virtual conference, the audio or video recordings of the meeting form a part of the meeting minutes and shall be preserved permanently.

When a resolution of the Board of Directors violates laws, regulations, the Articles of Incorporation, or resolutions adopted in the shareholders' meeting, and thus causes an injury to the Corporation, dissenting Directors whose dissent can be proven by minutes or written statements will not be liable for damages.

#### Article 35

The Corporation shall submit the following matters to its Board of Directors for discussion:

1. Corporate business plans.
2. Annual and semi-annual financial reports, with the exception of semi-annual financial reports which, under relevant laws and regulations, need not be CPA audited and attested.
3. Adoption or amendment to an internal control system pursuant to Article 14-1 of the Securities and Exchange Act, and evaluation of effectiveness of an internal control system.
4. Adoption or amendment, pursuant to Article 36-1 of the Securities and Exchange Act, to the handling procedures for financial or operational actions of material significance, such as acquisition or disposal of assets, derivatives trading, extension of monetary loans to others, and endorsements or guarantees for others.
5. The offering, issuance, or private placement of any equity-type securities.
6. The performance assessment and the standard of compensation of the managerial officers.
7. The structure and system of director's compensation.
8. The appointment or discharge of a financial, accounting, or internal audit officer.
9. A donation to a related party or a major donation to a non-related party, provided that a public-interest donation of disaster relief for a major natural disaster may be submitted to the next board meeting for retroactive recognition.
10. Any matter required by Article 14-3 of the Securities and Exchange Act or any other law, regulation, or bylaw to be approved by resolution at a shareholders' meeting or to be approved by resolution at a meeting of the Board of Directors, or any such significant matter as may be prescribed by the competent authority.

Except for matters that must be submitted to the Board of Directors for discussion under the first paragraph, when the Board of Directors is in recess, it may delegate the exercise of its power to others in accordance with law, regulations, or its Articles of Incorporation. However, the level of delegation or

the content or matters to be delegated shall be clearly specified, and general authorization is not permitted.

Article 36

The Corporation shall ask the appropriate corporate department or personnel to execute matters pursuant to Board of Directors' resolutions in a manner consistent with the planned schedule and objectives. It shall also follow up on those matters and faithfully review their implementation.

The Board of Directors shall remain informed of the progress of implementation and receive reports in subsequent meetings to ensure the actual implementation of the Board's management decisions.

## **Section 5 Fiduciary Duty, Duty of Care and Responsibility of Directors**

Article 37

Members of the Board of Directors shall faithfully conduct corporate affairs and perform the duty of care of a good administrator. In conducting the affairs of the Corporation, they shall exercise their powers with a high level of self-discipline and prudence. Unless matters are otherwise reserved by law for approval in shareholders' meetings or in the Articles of Incorporation, they shall ensure that all matters are handled according to the resolutions of Board of Directors.

It is advisable that the Corporation formulate rules and procedures for Board of Directors performance assessments. Each year, in respect of the Board of Directors and individual Directors, it shall conduct regularly scheduled performance assessments through self-assessments or peer-to-peer assessments, and may also do so through outside professional institutions or in any other appropriate manner. A performance assessment of the Board of Directors is advised to include the following aspects, and appropriate assessment indicators to be developed in consideration of the Corporation's needs:

1. The degree of participation in the Corporation's operations.
2. Improvement in the quality of decision making by the Board of Directors.
3. The composition and structure of the Board of Directors.
4. The election of the Directors and their continuing professional education.
5. Internal controls.

The performance assessments of Board members (self-assessments or peer-to-peer assessments) is advised to include the following aspects, with appropriate adjustments made on the basis of the Corporation's needs:

1. Their grasp of the Corporation's goals and missions.
2. Their recognition of Director's duties.
3. Their degree of participation in the Corporation's operations.
4. Their management of internal relationships and communication.
5. Their professionalism and continuing professional education.
6. Internal controls.

It is advisable that the Corporation conduct performance assessments of a functional committee, covering the following aspects, with appropriate adjustments made on the basis of the Corporation's needs:

1. Their degree of participation in the Corporation's operations.
2. Their recognition of the duties of the functional committee.
3. Improvement in the quality of decision making by the functional committee.
4. The composition of the functional committee, and election and appointment of committee members.
5. Internal control.

The Corporation is advised to submit the results of performance assessments to the Board of Directors and use them as reference in determining compensation for individual directors, their nomination and additional office term.

- Article 37-1 It is advisable for the Corporation to establish a succession plan for the management to ensure sustainable operation.
- Article 38 If a resolution of the Board of Directors violates law, regulations or the Corporation's Articles of Incorporation, then at the request of shareholders holding shares continuously for a year or at the notice of an Independent Director to discontinue the implementation of the resolution, members of the Board shall take appropriate measures or discontinue the implementation of such resolution as soon as possible.  
Upon discovering a likelihood that the Corporation would suffer material injury, members of the Board of Directors shall immediately report to the audit committee or an Independent Director member of the audit committee in accordance with the preceding paragraph.
- Article 39 The Corporation shall take out Directors liability insurance with respect to liabilities resulting from exercising their duties during their terms of occupancy so as to reduce and spread the risk of material harm to the Corporation and shareholders arising from the wrongdoings or negligence of a Director.  
The Corporation shall report the insured amount, coverage, premium rate, and other major contents of the liability insurance it has taken out or renewed for Directors, at the next Board meeting.
- Article 40 Members of the Board of Directors are advised to participate in training courses on finance, risk management, business, commerce, accounting, law or corporate social responsibility offered by institutions designated in the Rules Governing Implementation of Continuing Education for Directors and Supervisors of TWSE/TPEX Listed Companies, which cover subjects relating to corporate governance upon becoming Directors and throughout their terms of occupancy.  
They shall also ensure that Corporation employees at all levels will enhance their professionalism and knowledge of the law.

#### **Chapter IV Empowering Supervisors**

##### **Section 1 Functions of Supervisors**

- Article 41 (Deleted)
- Article 42 (Deleted)
- Article 43 (Deleted)

##### **Section 2 Powers and Obligations of Supervisors**

- Article 44 (Deleted)
- Article 45 (Deleted)
- Article 46 (Deleted)
- Article 47 (Deleted)
- Article 48 (Deleted)
- Article 49 (Deleted)
- Article 50 (Deleted)

#### **Chapter V Respecting Stakeholders' Rights**

- Article 51 The Corporation shall maintain channels of communication with its banks, other creditors, employees, consumers, suppliers, community, or other stakeholders of the Corporation, respect and safeguard their legal rights and interests, and designate a stakeholders section on its website.  
When any of a stakeholder's legal rights or interests is harmed, the Corporation shall handle the matter in a proper manner and in good faith.
- Article 52 The Corporation shall provide sufficient information to banks and its other creditors to facilitate their evaluation of the operational and financial conditions of the Corporation and its decision-making process. When any of their legal

- rights or interest is harmed, the Corporation shall respond with a responsible attitude and assist creditors in obtaining compensation through proper means.
- Article 53 The Corporation shall establish channels of communication with employees and encourage employees to communicate directly with the management, Directors, so as to reflect employees' opinions about the management, financial conditions, and material decisions of the Corporation concerning employee welfare.
- Article 54 In developing its normal business and maximizing the shareholders' interest, the Corporation shall pay attention to consumers' interests, environmental protection of the community, and public interest issues, and shall give serious regard to the Corporation's social responsibility.

**Chapter VI Improving Information Transparency**

**Section 1 Enhancing Information Disclosure**

- Article 55 Disclosure of information is a major responsibility of the Corporation. The Corporation shall perform its obligations faithfully in accordance with the relevant laws and the related TWSE rules.
- The Corporation shall establish an Internet-based reporting system for public information, appoint personnel responsible for gathering and disclosing the information, and establish a spokesperson system so as to ensure the proper and timely disclosure of information about policies that might affect the decisions of shareholders and stakeholders.
- Article 56 In order to enhance the accuracy and timeliness of the material information disclosed, the Corporation shall appoint a spokesperson and acting spokesperson(s) who understand thoroughly the Corporation's financial and business conditions and who are capable of coordinating among departments for gathering relevant information and representing the company in making statements independently.
- The Corporation shall appoint one or more acting spokespersons who shall represent the Corporation, when the spokesperson cannot perform his/her duties, in making statements independently, provided that the order of authority is established to avoid any confusion.
- In order to implement the spokesperson system, the Corporation shall unify the process of making external statements. It shall require the management and employees to maintain the confidentiality of financial and operational secrets and prohibit their disclosure of any such information at will.
- The Corporation shall disclose the relevant information immediately whenever there is any change to the position of a spokesperson or acting spokesperson.
- Article 57 In order to keep shareholders and stakeholders fully informed, the Corporation is advised to utilize the convenience of the Internet and set up a website containing the information regarding the Corporation's finances, operations, and corporate governance. It is also advisable for the Corporation to furnish the financial, corporate governance, and other relevant information in English.
- To avoid misleading information, the aforesaid website shall be maintained by specified personnel, and the recorded information shall be accurate, detailed and updated on a timely basis.
- Article 58 The Corporation shall hold an investor conference in compliance with the regulations of the TWSE, and is advised to keep an audio or video record of the meeting. The financial and business information disclosed in the investor conference shall be disclosed on the Internet information reporting system designated by the TWSE and provided for inquiry through the website established by the Corporation, or through other proper channels.

## **Section 2 Disclosure of Information on Corporate Governance**

- Article 59 The Corporation shall dedicate a space on its website to disclose and update from time to time the following information regarding corporate governance:
1. Board of Directors: such as resumes and authorities and responsibilities of Board members, board member diversification policy and the implementation thereof.
  2. Functional committees: such as resumes and authorities and responsibilities of members of each functional committee.
  3. Corporate governance bylaws: such as Articles of Incorporation, procedure of Board of Directors meetings, charter of each functional committee, and other relevant corporate governance bylaws.
  4. Important corporate governance information: such as information of establishment of corporate governance executive officers.

## **Chapter VII Supplementary Provisions**

Article 60 The Corporation shall at all times monitor domestic and international developments in corporate governance as a basis for review and improvement of the Corporation's own corporate governance mechanisms, so as to enhance their effectiveness.

Article 61 These Principles, and any amendments hereto, shall enter into force after adoption by the Board of Directors.