

Guidelines for Holding of Shareholder Meetings During Epidemic Conditions

Date of Revision: 2020/04/20

1. These Guidelines are based on the approved items issued by the Taiwan Centers for Disease Control on 2020/04/17 per Order No. 10903618021 announced by the Financial Supervisory Commission on 2020/04/20, "Guidelines for large-scale public gatherings in the wake of the COVID-19 outbreak" released by Taiwan Centers for Disease Control, and the consensus among stock affairs units.
2. Content of meeting notice
 - 2.1. During the spread of COVID-19 (Wuhan Pneumonia), shareholders are advised to make more use of "StockVote" to exercise their voting rights in the form of electronic voting. If any shareholders would still like to attend meetings in person, they shall be required to wear surgical masks at all times and agree to have temperatures taken. Any shareholders: (1) without surgical masks or (2) are measured two consecutive times and found to have a forehead temperature of ≥ 37.5 °C or an ear temperature of ≥ 38 °C shall not be allowed into the shareholder meeting venue.
 - 2.2. If the corporation is subject to the spread of the disease and needs to find an alternative shareholder meeting venue, further notification will be released as "Material Information" via the Market Observation Post System.
3. On the day of the shareholder meeting
 - 3.1. Facilities at the attendance registration counter of the venue
 - 3.1.1. The venue has to be cleaned and disinfected in advance.
 - 3.1.2. A notice of disease prevention measures shall be posted.
 - 3.1.3. Hand sanitizers or other sanitation products shall be provided for shareholders.
 - 3.1.4. The indoor venue for gathering shall be well-ventilated; air ventilation equipment and any replacements shall be continuously monitored.
 - 3.2. Meeting procedures
 - 3.2.1. To conform to disease prevention measures, shareholder services agents are advised to process shareholders' attendance registration ahead of time that all those who want to attend the meeting will be able to do so.
 - 3.2.2. Shareholders and the staff inside and outside the shareholder meeting venue shall wear surgical masks at all times, and the number of people inside the venue shall be reduced appropriately.
 - 3.2.3. The corporation shall require staff members to take shareholders' temperatures before processing attendance registration. Any shareholders: (1) without surgical masks or (2) are measured two consecutive times and found to have a forehead temperature of ≥ 37.5 °C or an ear temperature of ≥ 38 °C shall not be allowed into the shareholder meeting venue.
 - 3.2.4. The seating in the shareholder meeting venue shall conform to social distancing regulations. It is advisable to arrange the seats will apart from each other, set a vacant seat between shareholders, or maintain a distance of over one meter between each shareholder.
 - 3.3 Meeting procedures

The chairman or emcee shall explain to shareholders that to prevent the spread of the disease and not to influence the meeting procedure, their speech must be as short and concise as possible so that the meeting can go smoothly.

3.4 Path planning

3.4.1. Paths for attendance registration, entry, and exit shall all be well planned. The number and movement of people shall be under proper control. Signs indicating different paths shall be easy to understand.

3.4.2 Areas for registration and shareholder meeting souvenir distribution shall be located separately and kept at a proper distance so that crowds can be dispersed effectively to reduce the risk of cluster infection.

4. The corporation is advised to set up a back-up plan for an alternative shareholder meeting venue.
5. Depending on the announcement of Taiwan Centers for Disease Control, the content of this guideline is subject to further adjustments as necessary.