

## Corporate Governance Actions and Results

The Company established a part-time corporate governance unit to be in charge of corporate governance affairs. On October, 26 2020, by board resolution, CFO Wei-Lin Chen was appointed as the Corporate Governance Officer to safeguard the rights and interests of shareholders and strengthen the functions of the board of directors. CFO Wei-Lin Chen has many years of experiences in conducting financial operations and business meetings in a management capacity in listed companies. The primary responsibilities of the Corporate Governance Officer include the following:

1. Handling matters related to board and shareholders' meetings in accordance with the law;
2. Preparing the minutes of board and shareholders' meetings;
3. Assisting directors in their appointment and continuing education;
4. Providing data required by the directors for business execution;
5. Assisting directors in complying with the law;
6. Other matters set forth in the articles of association or the contract of the company.

### **2020 Corporate Governance Operating status:**

1. Inviting suggestions from directors prior to a board meeting to facilitate preparation of the meeting agenda; and giving a minimum of 7-day notice to all directors to attend a meeting and providing sufficient materials for the directors to familiarize themselves with the items. The minutes of the board meeting will be produced after the meeting. Held 11 board meetings, 8 Audit Committee meetings, and 4 Compensation Committee meetings in 2020. The details of the above meetings are on the company's website.
2. Registered shareholders' meeting date within the period stipulated by law (2020 shareholders' meeting was held June 18) ,assisted in running the meeting, and filing with the authority the shareholders' meeting notice, agenda, annual report and minutes by the statutory deadline every year. The 2020 1st Special Shareholders' Meeting was held August 31, assisted in filing with the authority the Special shareholders' meeting notice, agenda, and minutes by the statutory deadline.
3. Inspecting the disclosure of material information passed after a board meeting or shareholders meeting in order to ensure the legality and accuracy of said material information and protect parity of investor information.
4. Keeping members of the board informed of latest changes and developments in laws and regulations regarding corporate governance and management to facilitate director compliance.
5. Assist directors in creating study plans or enrolling in courses based on the characteristics of the company's business activities and the education and experience of respective directors.
6. Arranged communication between independent directors and Chief Audit Officer/Certified Public Accountants during Audit Committee meetings. Details can be found on the company's website.
7. Appointed the Taiwan Corporate Governance Association to execute and complete the

achievement external evaluation for the 2020 board of directors. The results will be reported at the board meeting in the February of 2021.

8. Execute and complete the achievement evaluation for the 2020 board of directors. The results will be reported at the board meeting in the February of 2021.

**Continuing education courses for Corporate Governance Officer:**

CFO Wei-Lin Chen was new appointed as the Corporate Governance Officer on October, 27 2020, according to Regulations Governing the Establishment of Internal Control Systems by Service Enterprises in Securities and Futures Markets 36-3, will complete 18 hours of education courses within 1 year from the date of the appointment to that position (before October, 27 2021).