

Corporate Governance Officer Implementation and Training

The Company established a part-time corporate governance unit to be in charge of corporate governance affairs. On April 25, 2019, by board resolution, CFO Sarah Cheng 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 Sarah Cheng obtain certificate of CPA of the ROC, and has many years experiences in conducting financial management 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.

2019 business implementation 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 6 board meetings, 6 Audit Committee meetings, and 3 Compensation Committee meetings in 2019. The details of the above meetings are on the company's website.
2. Registered shareholders' meeting date within the period stipulated by law (2019 shareholders' meeting was held June 12) ,assisted in running the meeting, and filing with the authority the shareholders' meeting notice, agenda, and minutes by the statutory deadline every year.
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. Execute and complete the achievement evaluation for the 2019 board of directors. The results will be reported at the board meeting in the first quarter of 2020.

Advanced Training Courses for Corporate Governance Officer in 2019:

Organizer	Course Title	Date		Hours	Total Hours
		From	To		
Securities and Futures	An Advanced Practical Seminar for Directors / Supervisors (Incl. Independent Supervisors) / Corporate Governance Officer	108/11/26	108/11/27	12	18
Securities and Futures	International and Taiwan Anti-Tax Avoidance Development and the Response of Enterprises	108/11/05	108/11/05	3	
Securities and Futures	Analysis of Business Merger Scandal from the Perspective of Corporate Governance	108/11/05	108/11/05	3	