

Disease Prevention Operating Guideline for Shareholder Meetings

Date: 2020/03/13

1. This disease prevention operating guideline is based on “Guidelines for large-scale public gatherings in the wake of the COVID-19 outbreak” released on 2020/03/04 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 have to wear surgical masks at all times and agree to have temperatures taken. Should any shareholders have fevers reaching forehead temperature 37.5 °C or ear temperature 38 °C and above, they shall comply with the measure of quarantine in a separate area designated by the corporation.
 - 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 in “Material Information” of 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. Notice for disease prevention shall be put in place.
 - 3.1.3. Hand sanitizers or other sanitation products shall be provided for shareholders.
 - 3.1.4. Quarantine areas for shareholders with fevers shall be prepared.
 - 3.1.5. The indoor venue for gathering shall be well-ventilated; air ventilation and replacement shall be continuously monitored.
 - 3.2 Meeting affairs operation
 - 3.2.1. To conform to disease prevention measures, stock affair units are advised to process shareholders’ attendance registration ahead of time in case of affecting their rights to attend the meeting.
 - 3.2.2. Frontline staff and anyone having close contact with shareholders shall wear surgical masks at all times.
 - 3.2.3. The corporation shall regulate that staff members take shareholders’ temperatures

before processing attendance registration. If they find any fevered shareholders with forehead temperature 37.5 °C or ear temperature 38 °C and above, they shall immediately report to the supervisors on site, lead the shareholders to the quarantine area, advise them to rest at home, or help them seek medical treatment.

3.2.4. When the aforementioned fevered shareholders would like to exercise their rights:

3.2.4.1 Stock affairs units shall take their attendance registration and issue voting slips and pre-printed ballots for election (when there's an election proposal). After the shareholders express decisions on each proposal and election, the voting slips and pre-printed ballots for election shall be given to the designated proxies to vote, and an uninterrupted audio and video recording of the proxy voting process shall be made at all times.

3.2.4.2 If the shareholders need to speak up or propose any extraordinary motions, the shareholders shall fill in a speaker's slip, submit it to a staff member for delivery, and speak or propose an extraordinary motion in the quarantine area; meanwhile, an uninterrupted audio and video recording of the process shall be made at all times.

3.2.5. The seating in the shareholder meeting venue shall conform to social distancing regulations. It is advisable to arrange the seating in a plum-blossom seating pattern, set a vacant seat between two shareholders, or maintain a distance of over one meter between each shareholder.

3.3 Meeting procedure

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 shall be as short and concise as possible so that the meeting can go smoothly.

3.4 Path planning

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 clear to identify.

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 rolling adjustment.