

# Disease Prevention Operating Guideline for Shareholder Meetings

Date of Revision: 2020/04/20

1. This disease prevention operating guideline is based on the approved items by Taiwan Centers for Disease Control on 2020/04/17, the 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 wear surgical masks at all times and agree to have temperatures taken. Any shareholders: (1) without surgical masks or (2) with forehead temperature  $\geq 37.5$  °C or ear temperature  $\geq 38$  °C measured twice, 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 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. 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. 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 reduce accordingly.
    - 3.2.3. The corporation shall regulate that staff members take shareholders’ temperatures before processing attendance registration. Any shareholders: (1) without surgical masks or (2) with forehead temperature  $\geq 37.5$  °C or ear temperature  $\geq 38$  °C measured twice, 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 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

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 clear to identify.

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 rolling adjustment.