開會通知書範例【視訊輔助股東會】

一、 開會通知書記載事項及內容範例

建議擺放位置	記載事項	中文內容範例	英文內容範例
正面 第一聯	· 本次股東會採 用視訊輔助股 東會之說明及 平台名稱及注 意事項	本次股東常會採視訊輔助股東 會方式召開,視訊部分係採用 集保結算所之股東會視訊會議 平台【https://www.stockvote.com.tw】相 關注意事項及操作說明請參閱第二聯 說明。	This year's shareholder meeting will be a hybrid one. Online participants will attend through the e-Meeting Platform (https://www.stockvote.com.tw) run by the Taiwan Depository Clearing Corporation (TDCC). Please read the second slip for relevant directions and operating instructions.
正面第一聯	·	國 000 年 0 月 0 日起,至民國 000 年 0 月 0 日止,於集保結算所股東 會視訊會議平台,辦理註冊及登記 (行動裝置可掃描上方 QR Code), 並於股東會當日開始前 00 分鐘起 受理報到,報到完成者視為親自出 席。	 Shareholders who plan to attend the meeting virtually must sign up for it and register such attendance on the TDCC e-Meeting Platform between YYYY/MM/DD and YYYY/MM/DD. The said process can be completed by scanning the QR Code above with mobile devices. Online participants can start checking in 00 minutes prior to the shareholder meeting. Once shareholders complete the check-in process, they are deemed as having attended in person. If natural disasters, incidents, or other force majeure events hinder the operating of the e-

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	日期、時間與	法排除障礙達 30 分鐘時,本公司訂	Meeting Platform or prevent shareholders from successfully attending the meeting virtually for
	地點)	於民國 000 年 00 月 00 日 00 時 00	over 30 minutes, the Company will postpone or
		分,於(地點)延期或續行集會。相	reconvene the meeting on YYYY/MM/DD at
		關事項請參閱第二聯說明。	PLACE. Please read the second slip for relevant
			matters.
	· 股東參與視訊	· 股東會當日採視訊方式參與之股	· Shareholders who attend shareholder meetings
	會議及行使權	東,得自主席宣布開始投票時起,至	virtually can exercise their voting rights between
	利方法	主席宣布投票截止前行使表決權,	the commencement of the meeting and the end of
	· 因天災、事變	<u>逾時者視為棄權</u> 。對各項議案以文	the voting time announced by the chairperson. Shareholders who cast late-arriving ballots <u>after</u>
	或其他不可抗	字方式提問,每案以二次為限,每次	the end of the voting time will be deemed to have
	力情事致視訊	不超過二百字。平台相關操作說明,	waived their voting rights. Shareholders are allowed to text questions; for each proposal,
	會議平台或以	請參閱集保結算所網頁。	
	視訊方式參與	· 貴股東如對視訊方式參加之登記、	questions are limited to two; for each question,
正面	發生障礙之處	報到、連線方式或平台操作等有所	words are limited to 200 characters. Please visit the
第二聯	理方式	疑問,可洽詢本公司或股代(00-00	TDCC website for more information on the
另一柳 	· 未登記以視訊	00-0000)。倘於股東會當日,因 貴	operating instructions of the e-Meeting Platform.
	參與原股東會	股東所處之網際網路或相關設備因	Please contact the Company or shareholder services agency (00-0000-0000) if you have any
	之股東不得參	素,而發生通訊不良、延遲、無法觀	questions about online participation, such as
	與延期或續行	看直播、提問或行使表決權等,本公	registration, check-ins, connection methods, and
	會議	司礙難負責,對此有疑慮之股東,建	platform operating matters. The Company will not
	• 公司召開視訊	請提前以電子方式行使表決權或改	be liable for any poor communications, broadcast
	輔助股東會,	採實體出席股東會。	lags, or any difficulties concerning watching a live
	如無法續行視	· 延期或續行集會之處理方式:	stream, texting questions, and exercising voting
	訊會議,經扣	1. 未登記以視訊參與原股東會之	rights if it is shareholders' internet connection or

除以視訊方式 參與股東之股 數,出席股份 總數達股東會 開會之法定定 額,股東會應 繼續進行,以 視訊方式參與 股東、徵求人 或受託代理 人,其出席股 數應計入出席 之股東股份總 數,就該次股 東會全部議 案,視為棄權 遇有全部議案 已宣布結果, 而未進行臨時 動議之情形, 其處理方式 對於操作方式 有疑問時之詢 問管道以及因

- 股東,不得參與延期或續行會 議。
- 3. 公司發生前開障礙情形時,如 遇有全部議案已宣布結果,而 未進行臨時動議時,本公司將 ○○○(例如:主席得逕行宣布 散會等,請公司預擬處理方 式)。

- equipment that causes the problems. Shareholders who have concerns about such issues are encouraged to use e-voting prior to the meeting or attend the meeting in person.
- Countermeasures for postponing or reconvening the meeting:
- 1. Shareholders who have not registered their online attendance at the affected meeting will not be allowed to attend the postponed or reconvened meeting.
- 2. In the event that the e-Meeting Platform fails or shareholders have difficulty attending virtually for over 30 minutes due to natural disasters, incidents, or other force majeure events, the Company should check the total shares of shareholders that have attended. If the total number of shares represented at the shareholder meeting after deduction of the number of shares represented by shareholders attending virtually still reaches the legal quorum for convening of the shareholders' meeting, the affected meeting will continue in session. The shares of shareholders, solicitors, or proxy agents who attend virtually will be counted towards the total number of shares represented by the shareholders attending the meeting. In addition, shareholders, solicitors,

股東因素所致 連線障礙之免 責聲明	or proxy agents who attend virtually will be deemed to abstain from voting on all proposals on meeting agenda of that shareholder meeting. Please contact the Company or shareholder
	services agency (00-0000-0000) if you encounter the said situation. 3. If encountering the said problems, the Company will \(\iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
	to formulate countermeasures in advance, e.g. the chairperson may adjourn the meeting at their discretion) when the outcomes of all proposals have been announced and an
	extraordinary motion is not put forward.

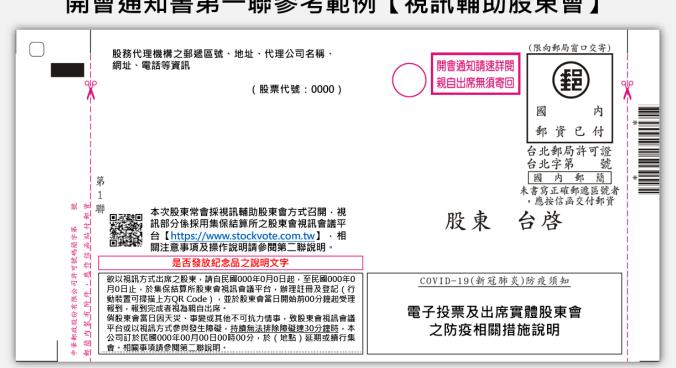
※禁止側錄參考文字:

本次股東常會未開放不具股東身分者參與或旁聽,以視訊參與之股東,敬請勿散布或轉傳直播連結網址、以機器或螢幕錄影軟體等方式,錄製股東會直播影像及聲音,以保障與會人員之權益。

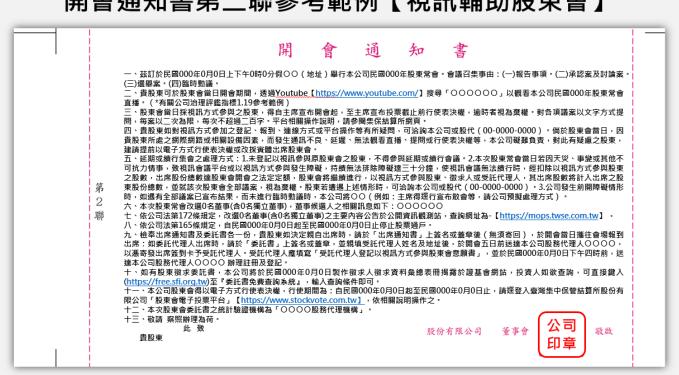
This shareholder meeting is not open to non-shareholders who want to attend or sit in. To safeguard the right of all participants, shareholders attending virtually are not allowed to distribute or forward the live streaming URL. Videotaping the meeting through machines or screen video recorders is not allowed, either.

套版範例【以中國信託開會通知書為例】

開會通知書第一聯參考範例【視訊輔助股東會】



開會通知書第二聯參考範例【視訊輔助股東會】



開會通知書第三聯參考範例【視訊輔助股東會】 \Box 本簽到卡未加蓋 除器單位 登記章 股份有限公司股東常會 出席通知書 3 者無效,股東請勿於此欄蓋章。 聯 股務單位 蓋章處 年度 出席簽到卡 本股東決定親自出席本公 貴親 司民國 年月 日舉行 股至 時間: 民國000年00月00日00點00分 地點: 00市00區00路00號(XX飯店XX廳) 522 東股 之股東常會,請 察照。 如東 此 致 親會 股東戶號:持有股數: 自會 股份有限公司 出場 席辦 股東: 戸號 親自出席簽章處 500 請理 於出 股東: 戸名 此席 聯 簽 章 後 公司名稱