

## Rules of Procedure for Shareholders' Meetings

### 1. General Provisions

- Shareholders' meetings shall be conducted in accordance with these rules unless otherwise provided by law.

### 2. Attendance and Registration

- A sign-in book or sign-in cards shall be used for shareholders to register their attendance.
- The number of shares present is calculated based on the sign-in book, sign-in cards, and the number of shares registered via the video conference platform, including those exercising voting rights in writing or electronically.
- The meeting notice shall specify the time and place for shareholders to register, and other relevant details.

### 3. Video Conference Participation

- Shareholders wishing to attend via video conference must register two days before the meeting.
- The company shall upload the agenda, annual report, and other relevant materials to the video conference platform at least 30 minutes before the meeting starts.

### 4. Meeting Location and Time

- Meetings shall be held at the company's location or a convenient place for shareholders, and the start time shall not be earlier than 9 AM or later than 3 PM.
- Video conference meetings are not restricted by location.

### 5. Chairman of the Meeting

- The chairman of the board shall preside over the meeting. If the chairman is unable to perform their duties, the vice chairman or a designated director shall act as proxy.

### 6. Recording of Meetings

- The entire meeting process shall be recorded or videotaped and preserved for at least one year. If a lawsuit arises, the recordings shall be kept until the lawsuit is concluded.

### 7. Meeting Agenda

- The agenda shall include reports, discussions, and temporary motions. The meeting shall follow the agenda unless changed by a resolution of the shareholders.

## 8. **Shareholder Participation**

- Shareholders must fill out a speech slip before speaking, indicating the main points of their speech.
- Each shareholder may speak twice on the same proposal, with each speech not exceeding five minutes.

## 9. **Voting**

- When the chairman deems a proposal ready for voting, they shall announce the end of the discussion and proceed to a vote.
- Voting results shall be reported and recorded on the spot.

## 10. **Conflict of Interest**

- Directors with a conflict of interest in a proposal shall explain the important aspects of the conflict and recuse themselves from discussion and voting if it may harm the company's interests.

## 11. **Meeting Minutes**

- Minutes shall be prepared, detailing the meeting's date, location, chairman, attendance, reports, discussions, and resolutions. The minutes shall be signed by the chairman and recorder and distributed to shareholders within 20 days. The minutes shall be preserved during the company's existence.

## 12. **Supplementary Provisions**

- These rules and any amendments shall be approved by the shareholders' meeting.