

Duties and Operation of the corporate governance officer

On March 28, 2019, the board of directors passed a resolution to appoint Frank Lin, the head of the Secretariat Division under the board of directors, to be the corporate governance officer. He is responsible for providing information necessary for directors (and independent director) to perform their duties, helping directors comply with the laws, preparing board meeting and shareholders meeting minutes, and handling administration of board meeting and shareholders meeting in order to protect the rights of the shareholders while strengthening the role of the board of directors. Mr. Frank Lin has a minimum of three year experience in conducting business meetings in a management capacity in listed companies.

The 2019 business activities are (including but not limited to) as follows.

1. Assist independent directors and other directors in performing their duties; provide the necessary information; and providing assistance for directors in assuming office and receiving ongoing training.
 - (1) Work with appropriate units to keep members of the board of directors informed regularly of latest changes and developments in laws and regulations regarding corporate governance and management.
 - (2) Review confidentiality levels of relevant information; provide directors with necessary company information; and keep an open communication channel between the directors and the business managers.
 - (3) Arrange meetings accordingly when independent directors, following the Corporate Governance Best-Practice Principles, find it necessary to meet individually with internal audit officers or certifying CPAs to get a better understanding of the company's financial needs.
 - (4) Assist independent directors and other 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.
2. Facilitate agendas in board meetings and shareholders meetings and assist in compliance related matters for subsequent resolutions.
3. Notify directors at least seven days prior to the final board meeting agenda; call meetings and provide information; send reminders where conflict of interest may require recusal; and complete board meeting minutes in twenty days after respective meetings.
4. Register shareholders meetings in advance as required by law; complete notice of meeting, agenda, and minutes by the statutory deadline; and complete change of registration in the event of an amendment of the Articles of Incorporation or an election of directors.
5. Handle business registration and any change of registration.
6. Other duties pursuant to the Articles of Incorporation or other contracts.