

Head of Corporate Governance

As approved by the Board of Directors on June 10, 2010, Mr. Lin Hsin-Hsien, Senior Associate, is appointed as the Head of Corporate Governance.

To protect the rights and interests of shareholders and to strengthen the functions of the Board of Directors. Mr. Lin has more than three years of experience as the chief legal officer of a public company.

The Director of Corporate Governance is responsible for conducting board of directors and shareholders' meetings, preparing minutes of board of directors and shareholders' meetings, assisting directors and supervisors in their appointment and continuing education, providing information necessary for directors and independent directors to perform their duties, and assisting directors and independent directors to comply with laws and regulations.

The business performance in 2025 is as follows:

1. The Board of Directors shall notify the directors of the proposed meeting agenda seven days in advance, convene the meeting and provide the meeting information, and remind them in advance of any issues that require recusal of interests.
2. To notify the board of directors regularly of the latest amendments to laws and regulations related to the company's business areas and corporate governance.
3. Pre-register the date of the shareholders' meeting in accordance with the law, prepare the notice of the meeting, the meeting manual, and the minutes of the meeting within the legal period, and register the changes in the articles of incorporation or the election of directors.
4. Evaluate and report to the Board of Directors on the purchase of appropriate "Directors' and Officers' Liability Insurance"; arrange for at least 6 credit hours of "on-site training" for members of the Board of Directors.
5. To convene communication meetings with accountants, independent directors, and auditors from time to time to implement internal audit and control systems, and to take minutes of the communication meetings and submit them to the Board of Directors for review.
6. The members of the Board of Directors are informed of the significant information of the Company immediately, and the members of the Board of Directors are notified immediately after the Company releases the significant information.

7. In order to implement corporate governance, the performance evaluation of the Board of Directors and individual directors is conducted regularly in accordance with the "Performance Evaluation Policy for the Board of Directors and Functional Committees" established by the Company, and the evaluation is conducted by an external organization at least once every three years.

The following is the situation of further study and training of 2024 :

Date of Education	Organized by	Name of Course	Hours of Education
2024.08.08	Taiwan Corporate Governance Association	Exploring Sustainability Risk Trends and Response Strategies	3 hours
2024.11.07	Taiwan Corporate Governance Association	The Core DNA of the Company's Sustainable Governance and Ethical Business Practices	3 hours
2024.12.16	Taipei Foundation of Finance	Corporate Governance – Key Indicators and Trend Analysis for Observing the International Landscape in 2025	3 hours
2024.12.24	Taiwan Corporate Governance Association	The Boundless Business Opportunities of the Net-Zero Path – Analyzing Strategic Directions from an Industry Perspective	3 hours

公司治理主管

本公司經 110 年 6 月 10 日董事會決議通過，由林信玄資深協理擔任公司治理主管，保障股東權益並強化董事會職能。林信玄資深協理具備公開發行公司從事法務長職務經驗達三年以上。

公司治理主管主要職責為依法辦理董事會及股東會會議相關事宜、製作董事會及股東會議事錄、協助董事、監察人就任及持續進修、提供董事、獨立董事執行業務所需之資料、協助董事、獨立董事遵循法令等。

114 年度業務執行情形如下：

1. 擬訂董事會議程於七日前通知董事，召集會議並提供會議資料，議題如需利益迴避以事前提醒，並於會後二十天內完成董事會議事錄。
2. 針對公司經營領域以及公司治理相關之最新法令規章修訂發展，定期通知董事會成員。
3. 依法辦理股東會日期事前登記、法定期限內製作開會通知、議事手冊、議事錄並於修訂章程或董事改選辦理變更登記事務。
4. 評估購買合宜之「董事及重要職員責任保險」，並提至董事會報告；安排董事會成員至少 6 學分之「到府授課」進修課程。
5. 不定期召集會計師、獨立董事、稽核財會主管之溝通會議，以落實內稽內控制度，溝通會議紀錄並提報董事會備查。
6. 董事會成員即時獲悉公司重大訊息，公司發佈重大訊息後，即時通知董事會成員。
7. 為落實公司治理，定期依本公司訂定「董事會及功能性委員會績效評估政策」對董事會及個別董事進行績效評核，且至少三年一次由外部機構執行評核。

民國 113 年度公司治理主管進修情形

進修日期	主辦單位	課程名稱	進修時數	當年度進修總時數
113.08.08	社團法人中華公司治理協會	永續風險趨勢與因應策略探討	3 小時	12 小時
113.11.07	社團法人中華公司治理協會	公司永續治理與誠信經營之關鍵 DNA	3 小時	
113.12.16	財團法人台北金融研究發展基金會	公司治理-2025 年國際情勢觀察的重點指標與趨勢分析	3 小時	
113.12.24	社團法人中華公司治理協會	商機無限的淨零路徑-從產業視野解析策略方向	3 小時	