

Capital Securities Corporation

Rules of Procedures for Shareholder Meetings

Date of establishment: February 23 1995

Amendment for the 1st instance: April 10, 1998

Amendment for the 2nd instance: May 5, 2002

Amendment for the 3rd instance: June 27, 2012

Amendment for the 4th instance: June 27, 2016

Amendment for the 5th instance: June 22, 2020

Amendment for the 5th instance: June 27, 2023

- Article 1 The General Meeting of Shareholders of the Company shall be held in accordance with this procedure in addition to the Company Act, Securities and Exchange Act, other applicable legal rules, and the Articles of Incorporation of the Company.
- The Company may convene the General Meeting of Shareholders via video conferencing, which should be stipulated in the articles of association and approved by the Board of Directors, unless otherwise regulated by the Regulations Governing the Administration of Shareholder Services of Public Companies. Video shareholder meetings shall be conducted upon resolution by the Board of Directors, with the participation of two-thirds or more of the directors and the consent of the majority of attending directors.
- Any changes to the method of convening the General Meeting of Shareholders shall be decided by the Board of Directors and implemented no later than before the dispatch of the notice of the shareholders' meeting.
- Article 2 The Company shall prepare a sign-in registry for shareholders to sign for attendance, or the shareholders may surrender their attendance card in lieu of signing in.
- The attendance of shareholders shall be calculated based on the number of shares represented. The quantity of voting shares shall be counted by adding up the entries in the sign-in registry or the attendance cards surrendered, and the votes cast in correspondence or electronic mean.
- If the General Meeting of Shareholders is to be held via video conference, shareholders who wish to attend via video conferencing should register with the company at least two days before the meeting. Shareholders attending the General Meeting of Shareholders via video conference should check in on the video conference platform at least thirty minutes before the meeting starts. Shareholders who have completed the check-in process are considered to be present at the General Meeting of Shareholders in person.
- Article 3 The Chairman shall preside over the shareholders' meeting if he called for such meeting. In the absence of the Chairman, the Vice Chairman shall act on behalf of and in the name of the Chairman. In the absence of both the Chairman and the Vice Chairman, the Chairman shall appoint a Director as the authorized agent, or the Directors shall nominate one among themselves to preside over the meeting.
- The General Meeting of Shareholders called for by the Board shall be attended by more than half of the Directors.
- If the meeting is called for by an entitled party beyond the members of the Board, such party shall preside over the meeting. If there are more than two parties entitled to call for the meeting, they shall nominate one among themselves to preside over the meeting.
- The Company may appoint its attorney at law, certified public accountants and related personnel to

attend the meeting as observers.

Article 4 The place for the General Meeting of Shareholders shall be at the facility of the Company or at a location convenient for the transportation of the shareholders. The time for the meeting shall not be earlier than 9:00 am or later than 3:00pm. In setting the time and place of the meeting, the opinions of the Independent Directors shall be fully considered.

The company is not bound by the location restrictions when convening a video shareholders' meeting.

Article 5 If the time set for the meeting has passed and with the presence of shareholders representing more than half of the outstanding shares, the Chairman shall announce the meeting in session.

If the time set for the meeting has passed with the presence of shareholders representing less than half of the outstanding shares, the Chairman may announce to postpone the meeting up to twice.

If the presence of shareholders remains insufficient yet those representing at least 1/3 of the outstanding shares are present, proceed to Article 175 of the Company Act with provisional resolution and inform the shareholders with the provision resolutions for a new round of meeting within 1 month.

If the presence of shareholders in the meeting can represent the mandatory level of shares required for a quorum before the aforementioned provisional resolution, the Chairman shall announce for the session of the meeting and refer the provisional resolution for the final decision of the meeting.

If the aforementioned deadline of postponement has passed and the presence of shareholders still cannot represent 1/3 of the outstanding shares, the Chairman shall call off the meeting and choose another date for the meeting. If the General Meeting of Shareholders is conducted via video conference, the company should also announce the failure to convene the meeting due to lack of a quorum on the video conference platform

Article 6 The Board of Directors shall prepare the agenda for the shareholders' meetings it called for. Related proposals (including motions and amendments to original proposals) shall all be voted for on a case-by-case basis. The meeting shall be held in accordance with the agenda and shall not be changed unless it is decided through the shareholders' meeting.

The aforementioned principle shall be applicable to shareholders' meetings being called for by any third party beyond the Board.

Before the end of the session (including extempore motions) as set forth in the agenda as stated in the preceding two paragraphs, the Chairman shall not announce for the adjournment of the meeting unless under the resolution of the shareholders. In case the Chairman proceed to announce for the adjournment of the meeting, which is a violation of the procedure, other members of the Board shall take immediate action to assist the shareholders in the session to elect a person to preside over and carry on the meeting by a simple majority of the shareholders in the session in due process of law.

Article 7 Before the delivery of speech, the shareholders in the session shall fill in a request note for delivery of speech specifying the summary, the account number (or attendance number), and the account title, and may have the floor in the order as arranged by the Chairman.

Shareholders who just submitted the request note without delivering their speeches shall be deemed no delivery of speech. In the event of discrepancy between the content of the speech and the content as stated in the request note, the content of the speech shall stand.

No shareholder may interfere any other shareholder when delivering the speech unless at the consent of the Chairman and the shareholder on the floor. The Chairman shall keep the order of the floor.

Each shareholder may express its opinion on specific motion only twice unless otherwise approved

by the Chairman and the time for each instance is up to 5 minutes. The Chairman shall stop the shareholders who violated this rule in the limitation of time or anything beyond the scope of the motion.

For institutional shareholders appointing more than two representatives to the shareholders' meeting, only one representative may express opinion on the same motion. The Chairman shall respond to the query of the shareholder on the floor in person or appoint designated person to respond to the query of the shareholder.

If the General Meeting of Shareholders is held via video conference, shareholders participating via video conferencing may submit questions in writing on the video conference platform from the announcement of the meeting until the adjournment. Each shareholder may ask questions on each agenda item no more than twice, with a limit of 200 words per question. This provision does not apply to the regulations from Article 1 to Article 5.

Questions raised in the previous provision that do not violate regulations or exceed the scope of the agenda should be disclosed on the video conference platform for public awareness.

Article 8

The voting for the General Meeting of Shareholders shall be calculated based on the number of shares represented.

The shares held by shareholders without voting rights are not included in the quantity of outstanding shares in the resolution of the General Meeting.

Resolutions in the shareholders' meeting shall be made by the shareholders in the session representing more than half of voting rights unless otherwise the Company Act provides. If there is no objection expressed by the shareholders for any inquiry from the Chairman on specific motion, it shall be deemed the resolution in favor of the motion and shall carry the same effect as decided by voting. Shareholders may attend the meeting by appointment of proxies. The same person may act as the proxy for more than two shareholders but the total voting shares being represented shall not exceed 3% of the total votes and the votes in excess will not be counted except that the proxy is a trust business or share registrar approved by the competent authority.

For motions involving the interest of specific shareholders and may jeopardize the interest of the Company as well, these shareholders shall not take part in the voting and shall not represent other shareholders in the voting.

The voting shares that cannot be exercised as voting right are not included in the votes of shareholders in the meeting.

If there is an amendment to or substitute for specific motion, the Chairman shall set the priority of voting on the original motion, the amendment and the substitute. If one of the motions has been passed, the remainder shall be deemed vetoed and shall not be referred to further voting.

Shareholders may exercise their voting right in writing or electronic during a shareholders' meeting held by the Company electronically; when a voting right may be exercised in writing or electronically, it shall be specified so in the notification for the shareholders' meeting. Shareholders casting the votes in correspondence or electronic mean shall be deemed to be attending the meeting in person. The amendment to the ex tempore motions and original motions in the General Meeting shall be deemed abstention.

For casting votes in correspondence or electronic mean, respective shareholders shall deliver the expression of intent 2 days prior to the meeting date. If there are repeated expressions of intents, the expression in the first instance shall prevail. Except there the previous expression of intent has been revoked.

If specific shareholders desire to attend the meeting in person after casting votes in correspondence or electronic mean, such shareholders shall express the intent of revoking the previous intent in the same manner as for casting the votes 2 days prior to the meeting date or the votes cast in

correspondence or electronic mean shall stand. If specific shareholders cast the vote in correspondence or electronic mean but at the same time appointed proxies to attend the meeting, the votes cast by the proxies in the meeting shall stand.

For shareholders participating via video conference in the company's shareholders' meeting, voting on each agenda item and election items should be conducted through the video conference platform after the Chairman announces the commencement of the meeting. Shareholders should complete the voting before the Chairman announces the end of voting. Failure to do so will be considered as abstaining.

For shareholders' meetings conducted via video conference, the votes should be counted once after the Chairman announces the end of voting, and the results of the voting and elections should be announced.

For shareholders' meetings conducted with video assistance, shareholders who have registered to attend the meeting via video conference according to Article 6 and wish to attend the physical shareholders' meeting in person should cancel their registration by the same method as the registration process, at least two days before the meeting. Failure to cancel within the specified period means they can only attend the shareholders' meeting via video conference.

Shareholders who exercise their voting rights in writing or electronically and participate in the shareholders' meeting via video conference, without withdrawing their voting instructions, are not allowed to vote on the original agenda item or propose amendments to the original agenda item, or vote on amendments to the original agenda item, except for extemporarily motions.

- Article 9 The Chairman shall announce for the conclusion of the discussion of a specific proposal when it is considered appropriate and may interrupt the discussion and proceed to voting where necessary and set aside adequate time for the voting session.
- Article 10 If the venue for the shareholders' meeting is not available when the meeting is still in progress as scheduled in the agenda (including extemporarily motions), the shareholders shall determine to seek another venue to carry on the meeting.
The General Meeting of Shareholders shall be postponed or continued within 5 days after the decision pursuant to Article 182 of the Company Act.
- Article 11 The Chairman may announce for a recess in the meeting where necessary. In the event of force majeure, the Chairman shall announce to suspend the meeting and announce the time for continuing the meeting depending on the situation.
- Article 12 The resolutions of the shareholders' meeting shall be kept as minutes on record and signed or sealed by the Chairman for release to the shareholders within 20 days thereafter. The preparation and release of the minutes of meeting on record shall be accomplished in electronic mean.
The release of the aforementioned minutes of meeting on record could be accomplished through the upload to MOPS.
The minutes of meeting on record shall contain information on the year, month, day and venue of the meeting, the name of the Chairman, the method of resolution, the summary of the procedure, and the voting result (including the statistical weight). When the election of directors is involved, the weight of the votes won by each candidate shall be disclosed. The minutes shall be kept permanently throughout the survival of the Company.
If the shareholders' meeting is held via video conference, the minutes of the meeting should include the matters stipulated in the preceding articles. Additionally, it should record the start and end time of the meeting, the method of convening the meeting, the names of the Chairman and the recorder,

as well as the procedures and outcomes for handling situations where obstacles occur in the video conference platform or in participation via video conference due to natural disasters, emergencies, or other force majeure events.

In addition to complying with the provisions of the preceding article, when the company convenes a video shareholders' meeting, it should also include in the minutes any alternative measures provided for shareholders who have difficulty participating in the shareholders' meeting via video conference.

Article 13 If an election of Directors is to be held in the General Meeting, proceed to relevant regulations of the Company and announce the result on the scene.

The ballots for the aforementioned election shall be signed and sealed by the monitors and retained for at least 1 year.

If there is legal action instated against the Company by the shareholders pursuant to Article 189 of the Company Act, related records shall be retained until the final ruling of the action.

Article 14 Once a comprehensive re-election of directors is stated as the cause of a shareholders' meeting and the date of inauguration is specified, after the said re-election is completed, it is disallowed to change the date of inauguration through a motion from the floor or in other ways during the same meeting.

Article 15 The administrative staff in the shareholders' meeting shall wear proper ID or arm badge for identification.

The Chairman shall order the prefect team or the security guards to keep the venue of the meeting in order. In keeping order in the venue of the meeting, the proctors or the security guards shall wear arm badge inscribed with the wording of "Proctor" or ID badge.

If the meeting room is equipped with a loudspeaker system, the Chairman shall stop any shareholder electing to use equipment not installed by the Company for delivering speeches.

If specific shareholder acts in defiance of the procedure for the meeting that interfere the progress of the meeting and insubordinate to the instruction of the Chairman, the Chairman shall order the proctors or the security guards to escort the shareholder out of the meeting room.

Article 16 The Company shall keep the minutes of the meeting by voice recording or videotaping, and retain the record for at least 1 year. If there is legal action instated against the Company by the shareholders pursuant to Article 189 of the Company Act, related records shall be retained until the final ruling of the action.

Article 17 The Chairman shall appoint monitors to witness the voting and count the ballots and such personnel must be shareholders. The result of the voting shall be announced on the scene and tracked on record.

Article 18 These Rules shall be subject to the resolution of the General Meeting of Shareholders for coming into effect. The same procedure is applicable to any amendment thereto.