

Standard Operating Procedures for Processing Requests Made by the Directors of the Board

The amendment was adopted by the Board of Directors on April 9, 2021

Article 1	The Procedures are adopted to help ensure sound corporate governance at Walsin Lihwa (hereafter referred to as the Company) by assisting the Company's directors of the board in performing their duties and enhancing the board's effectiveness.
Article 2	The Company shall, unless otherwise prescribed by relevant laws and/or regulations, abide by the procedures when processing requests made by its directors of the board.
Article 3	The Company's directors of the board shall have access to appropriate and timely information, and the form and quantity of such information provided to them shall be adequate enough for them to make decisions based on relevant situations and effectively fulfill their duties.
Article 4	The board's designated secretariat is the President Office. The designated secretariat shall prepare board meeting agendas with sufficient meeting information provided together with board meeting notices. Should the board consider the meeting information insufficient, it may ask the secretariat to make up the insufficiency, and the secretariat shall promptly do so in three workdays or in one workday before a board meeting. The board may resolve to postpone reviewing any information that is considered incomplete and/or insufficient.
Article 5	All the directors of the board of the Company shall have access to the assistance provided by the Company's Corporate Governance Officer to help ensure full compliance with board meeting procedures as well as applicable laws and regulations, and ensure streamlined information exchange between the board and management.
Article 6	The Company's Corporate Governance Officer is responsible for processing requests made by the directors of the board to effectively and timely assist them in performing their duties. Any request shall be promptly processed in three workdays or in one workday before a board meeting.
Article 7	The Procedures came into force after passage by the board of the Company. Any amendment to the Procedures shall also require passage by the board. The Procedures were enacted at the 15th board meeting of the 18th term of office of the board of the Company on June 12, 2019.