Rules and Procedures of Shareholders' Meetings

Approved by the Shareholders’ Meeting on July 20, 2021

1. Shareholders’ meeting of the Company (the “Meeting”) shall be conducted in accordance with the Rules and Procedures.
2. The shareholders or their proxies attending the meeting shall be signed in and the signing in shall be in the form of sign-in cards. The number of shares in attendance shall be calculated according to the shares indicated by the sign-in cards handed in plus the number of shares whose voting rights are exercised by correspondence or electronic means. Attendance and voting at the meeting shall be calculated based on the number of shares.
3. The venue for the meeting shall be the premises of the Company, or a place easily accessible to shareholders and suitable for the meeting. The meeting may begin no earlier than 9:00 a.m. and no later than 3:00 p.m.
4. The meeting is convened by the board of directors, the meeting shall be chaired by the chairman of the board. When the chairman of the board is on leave or unable to exercise the powers of the chairman for any reason, the vice chairman shall act the chair. If there is no vice chairman or the vice chairman is unable to exercise the powers for any reason, the chairman shall appoint one of the directors to act as the chair. Where the chairman does not make such a designation, the directors shall select one person from among themselves to serve as the chair. If the meeting is convened by a party with the power to convene but other than the board of directors, the convening party shall chair the meeting.
5. The Company may appoint its attorneys, certified public accountants, or related persons retained by it to attend the meeting in a non-voting capacity.
6. The Company shall make uninterrupted audio or video recordings of the meeting and the recorded materials shall be retained for at least 1 year.
7. The chair shall call the meeting to order at the appointed meeting time. However, when the attending shareholders do not represent a majority of the total number of issued shares, the chair may announce a postponement, provided that no more than two such postponements, for a combined total of no more than one hour, may be made. If the quorum is not met after two postponements and the attending shareholders still represent less than one third of the total number of issued shares, the chair shall declare the meeting adjourned.

   If the quorum is not met after two postponements as referred to in the preceding paragraph, but the attending shareholders represent one third or more of the total number of issued shares, a tentative resolution may be adopted pursuant to Paragraph 1 of Article 175 of the Company Act; all shareholders shall be notified of the tentative resolution and another shareholders' meeting shall be convened within one month.

   When, prior to conclusion of the meeting, the attending shareholders represent a majority of the total number of issued shares, the chair may resubmit the tentative resolution for a vote by the meeting pursuant to Article 174 of the Company Act.

8. If the meeting is convened by the board of directors, the meeting agenda shall be set by the board of directors. The meeting shall proceed in the order set by the agenda, which may not

be changed without a resolution of the meeting.

The provisions of the preceding paragraph apply mutatis mutandis to the meeting convened by a party with the power to convene that is not the board of directors.

The chair may not declare the meeting adjourned prior to completion of deliberation on the meeting agenda of the preceding two paragraphs (including extempore motions), except by a resolution of the meeting. If the chair declares the meeting adjourned in violation of the rules of procedure, the other members of the board of directors shall promptly assist the attending shareholders in electing a new chair in accordance with statutory procedures, by agreement of a majority of the votes represented by the attending shareholders, and then continue the meeting.

During the meeting, the chair may announce a break based on time consideration. After the meeting is adjourned, shareholders shall not elect another chair to continue the meeting at the same place or at any other place.

9. Before speaking, an attending shareholder must specify on a speaker's slip the subject of the speech, his/her shareholder account number, and account name. The order in which shareholders speak will be set by the chair. A shareholder in attendance who has submitted a speaker's slip but does not actually speak shall be deemed to have not spoken. When the content of the speech does not correspond to the subject given on the speaker's slip, the spoken content shall prevail. When an attending shareholder is speaking, other shareholders may not speak or interrupt without consent of the chair and the shareholder in speaking, the chair shall stop any violation.

10. Except with the consent of the chair, a shareholder may not speak more than twice on the same proposal, and a single speech may not exceed 5 minutes. If the shareholder violates the rules or exceeds the scope of the agenda item, the chair may terminate the speech.

11. Any legal entity designated as proxy by a shareholder(s) to be present at the Meeting may appoint only one representative to attend the Meeting.

    If a legal entity is a shareholder and designates two or more representatives to attend the Meeting, only one representative can speak on the same proposal.

12. After an attending shareholder has spoken, the chair may respond himself/herself or appoint an appropriate person to respond.

13. When the chair is of the opinion that a proposal has been discussed sufficiently to put it to a vote, the chair may announce the discussion closed and call for a vote.

14. Vote monitoring and counting person(s) for the voting on a proposal shall be appointed by the chair, and the monitoring person(s) shall be shareholder(s). The results of voting shall be announced on site at the meeting, and a record made of the vote.

15. Except as otherwise provided in the Company Act and in the Company's Articles of Incorporation, the resolution shall be adopted by a majority of the voting rights represented by the attending shareholders. At the time of a vote, for each proposal, the chair or a person designated by the chair shall first announce the total number of voting rights represented by the attending shareholders, followed by a poll of the shareholders. After the conclusion of the meeting, on the same day it is held, the results for each proposal, based on the numbers of votes for and against and the number of abstentions, shall be entered into the Market Observation Post System (MOPS).

16. When there is an amendment or an alternative to a proposal, the chair shall present the amended or alternative proposal together with the original proposal and decide the order in which they will be put to a vote. When any one among them is passed, the other proposals will then be deemed rejected, and no further voting shall be required.
17. The chair may direct the proctors or security guards to help maintain order at the meeting place. When proctors or security guards help maintain order at the meeting place, they shall wear an armband or identification card bearing the word "Proctor".
18. If a force majeure event occurs during the meeting, the chair may announce a suspension of the meeting or convene a meeting on another day.
19. Any matters not provided in the Rules and Procedures shall be handled in accordance with the Company Act, the Articles of Incorporation of the Company, and relevant laws and regulations.
20. The Rules and Procedures, and any amendments hereto, shall be effective after approval by the shareholders' meeting.