



## **Handling standard operating procedures required by directors**

### 1. purpose

In order to establish a good corporate governance of the company, assist the directors in performing their duties and improve the effectiveness of the board of directors, the procedures are established to be followed.

### 2. scope

The Company handles matters related to the requirements of the directors, and shall be subject to the provisions of this procedure, unless otherwise provided by the statute or the articles of association.

### 3. operating procedures

(1) The directors of the Company shall be provided with appropriate and timely information in such form and quality as to enable the directors to make decisions and to perform their duties as directors with the relevant information.

(2) The deliberative unit designated by the board of directors of the company is the chairman's office. The deliberation unit shall prepare the contents of the board meeting and provide sufficient meeting materials to be sent together at the time of the convening notice. If the directors think that the information of the meeting is insufficient, they may request a supplementary from the deliberative unit. The deliberative unit shall respond within five days to the period within which it can be provided. If the directors think that the proposal information is insufficient, they may postpone the review after the resolution of the board of directors.

(3) The company has set up the head of corporate governance belonging to the Chairman's Office. The company's chairman's office is responsible for handling the requirements of the directors and responding as quickly as possible within five days with the principle of promptly and effectively assisting the directors in performing their duties.

### 4. approved implementation

(1) These measures are implemented after approval by the board of directors, and their amendments are the same.

(2) The Measures were approved by the Board of Directors on March 20, 2019, revised on December 28, 2022.