



Document No	W-FA-I-024	Release Date	190605
Document Name	Standard operating procedures for handling directors' requests	Version	A

# Standard operating procedures for handling directors' requests



Document No	W-FA-I-024	Release Date	190605
Document Name	Standard operating procedures for handling directors' requests	Version	A

Revise History				
Version	Owner	Review	Release Date	Release Explain
A	Li Yijing	Huang Meifang	190605	First Release



Document No	W-FA-I-024	Release Date	190605
Document Name	Standard operating procedures for handling directors' requests	Version	A

## 1. Purpose :

To establish good corporate governance for the Company, assist Directors in performing their duties, and enhance the effectiveness of the Board of Directors, these Regulations are hereby established for your reference.

## 2. Scope :

The Company shall handle matters related to the requests of directors in accordance with the provisions of these Regulations, unless otherwise provided by laws or the Articles of Association.

## 3. Rights and Responsibilities :

The meeting unit of the board of directors is the accounting unit; it coordinates all matters including the convening of the board of directors.

## 4. Definition :

None

## 5. Assignment Details :

- 5.1 The directors of the Company shall be provided with appropriate and timely information in a format and quality sufficient to enable them to make informed decisions and perform their duties as directors.
- 5.2 The Board of Directors shall designate the accounting unit as the meeting affairs unit. The accounting unit shall prepare the agenda for Board meetings and provide sufficient meeting materials, which shall be sent together with the notice of convening. If a director believes that the meeting materials are insufficient, he or she may request additional materials from the accounting unit, which shall provide them within seven days. If a director believes that the materials for a proposal are insufficient, the Board may, upon resolution of the Board, postpone its deliberation.
- 5.3 All directors of the Company shall have access to the assistance of the Chief Corporate Governance Officer to ensure compliance with Board procedures and all applicable laws and regulations, and to ensure effective information flow among Board members and between Directors and management.



Document No	W-FA-I-024	Release Date	190605
Document Name	Standard operating procedures for handling directors' requests	Version	A

5.4 The Company has appointed a Chief Corporate Governance Officer, who shall be responsible for handling requests from Directors and shall address them promptly and effectively within seven days, in order to assist Directors in performing their duties.

5.5 This regulation shall be implemented after approval by the Board of Directors, and the same shall apply to amendments.

6. Reference Documents : None

7. Related Forms: None

8. Attachments: None

Points to Note

1. Whether the director is promptly and effectively assisting the director in performing his duties.