

# TECO Electric & Machinery Co., Ltd.

## Standard Operating Procedure for Handling Demands by Directors

(Summary Translation) This English version is a translation of the Chinese version. If there is any inconsistency or discrepancy between the Chinese and English versions, the Chinese version shall prevail for all intents and purposes.

- Article 1      The procedure is established for compliance, in order to inform staff to assure good corporate governance, assist directors with their works, and boost the efficacy of the operation of the board of directors.
- Article 2      Stipulations of the procedure should be followed in handling demands by directors, unless there are different requirements by laws/regulations or corporate charter.
- Article 3      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.
- Article 4      The corporate governance center is designated to handle the administrative affairs of the board meetings, including drafting of the agenda and provision of sufficient meeting materials to be sent to directors, along with meeting notices. Whenever a director finds meeting materials insufficient, he/she can ask the unit for meeting administrative affairs to provide additional ones, which must be provided within three working days. If a director believes that data on a specific agenda is insufficient, he/she can request resolution by the board of directors to postpone its deliberation.
- Article 5      All directors of the company are entitled to obtain the assistance of the corporate governance chief to ensure that the board procedures and all applicable laws and regulations are followed, and to ensure good information exchange between board members and between directors and managers.

Article 6        The company has instituted a corporate governance chief, who is responsible for handling demands by directors and should complete the relevant tasks within three working days, in principle, so as to assist directors, in a timely and effective manner, in executing their duties.

Article 7        The procedure will be put into practice, following approval by the board of directors and the same shall apply to its revision.  
The procedure was instituted on May 13, 2019.