

## **Yieh Phui Enterprise Co., Ltd.**

### **Standard Operating Procedures for Handling Directors' Requests**

1. To establish good corporate governance within the company, assist directors in performing their duties, and improve the effectiveness of the board of directors, this procedure is hereby formulated for compliance.
2. The handling of matters related to directors' requests by the company, unless otherwise stipulated by laws or the company's articles of association, shall be conducted in accordance with these procedures.
3. Directors of the company shall be provided with appropriate and timely information, in both form and quality, sufficient to enable them to make decisions based on relevant data and fulfill their duties as directors.
4. The unit designated by the board of directors to handle meeting affairs is the Finance Department. The meeting affairs unit is responsible for preparing the content of board meetings and providing sufficient meeting materials, which shall be sent along with the meeting notice. If directors consider the meeting materials insufficient, they may request the meeting affairs unit to supplement them, and the meeting affairs unit shall provide the additional materials within three business days. If the directors believe that the information on an agenda item is insufficient, the board may resolve to postpone the review of the item.
5. All directors of the company should have access to the assistance of the corporate governance officer to ensure that the board procedures and all applicable laws and regulations are complied with, and to ensure good communication between board members and between the directors and the management team.
6. The company has established a corporate governance officer, who is responsible for handling directors' requests. The corporate governance officer shall, in accordance with the principle of providing timely and effective assistance to directors in the execution of their duties, respond as promptly as possible within three business days.
7. These procedures shall be implemented after approval by the board of directors and shall be amended in the same manner.