

Kwong Fong Industries Corporation
Standard Operational Procedures for Responding to Requests

Approved May 14, 2019

- Article 1 The Company has hereby determined the Standard Operation all Procedures for Responding to Requests from Directors in order to establish a sound corporate governance system and to assist the directors in performing their duties and improve the effectiveness of the Board of Directors.
- Article 2 Unless otherwise provided by relevant laws and regulations or the Company's Articles of Incorporation, the Company shall handle matters related to the requirements of the directors in accordance with the provisions of this procedure.
- Article 3 The directors of the Company shall be provided with appropriate and timely information in such form, quantity and quality as to enable the directors to make decisions and to perform their duties as directors.
- Article 4 The Company's Board has designated the finance department as the meeting affairs unit. The finance department shall prepare the contents of the board meeting and provide sufficient meeting materials to be sent together with the meeting notice. Directors may request additional information from the meeting affairs unit if they consider that the information provided is insufficient, which the meeting affairs unit shall provide the information within 7 business days. If the directors consider that the information on the proposal is insufficient, they may postpone the deliberation after the resolution of the board of directors.
- Article 5 The Company does not have a corporate governance officer, and the Company's audit unit is responsible for handling the matters required by the directors and handling them as soon as possible within seven days in accordance with the principle of immediate and effective assistance to the directors in performing their duties.
- Article 6 The procedures are implemented after the approval of the Board of Directors, and the same applies to its amendment.