

# Lemtech Holdings Co., Limited

## Standard Operating Procedures for Handling Directors' Requests

(Translated version)

**Article 1** To establish sound corporate governance, assist Directors in the performance of their duties, and enhance the effectiveness of the Board of Directors, the Company hereby adopts these Standard Operating Procedures (the "Procedures") for compliance.

**Article 2** Unless otherwise provided by applicable laws and regulations or the Articles of Incorporation, matters relating to the Company's handling of Directors' requests shall be conducted in accordance with these Procedures.

**Article 3** Directors shall be provided with appropriate and timely information. Such information, in form and substance, shall be sufficient to enable Directors to make decisions on an informed basis and to duly fulfill their duties as Directors.

**Article 4** The unit designated by the Board of Directors to handle board meeting affairs is the Finance Department. The Finance Department shall prepare agenda items and provide complete meeting materials, which shall be delivered together with the meeting notice. Where a Director considers the meeting materials insufficient, the Director may request supplementation from the Finance Department, and the Finance Department shall provide the requested materials within three (3) days. Where a Director considers the supporting information for an agenda item insufficient, deliberation of such agenda item may be postponed upon resolution of the Board of Directors.

**Article 5** All Directors shall have access to the assistance of the Corporate Governance Officer to ensure that Board procedures and all applicable laws and regulations are complied with, and to facilitate effective information exchange among Board members and between the Board and management.

**Article 6** The Company has appointed a Corporate Governance Officer. Accordingly, the Corporate Governance Officer shall be responsible for handling matters requested by Directors and, based on the principle of providing timely and effective assistance to Directors in performing their duties, shall process such matters as soon as practicable and in any event within five (5) days.

**Article 7** These Procedures shall take effect upon approval by the Board of Directors. Amendments hereto shall be effected in the same manner.

Adopted on March 27, 2019.

First Amendment adopted on May 6, 2024.