# Chlitina Holding Limited Remuneration Committee Charter

# Article 1. Purpose and basis for adoption

To ensure a sound system for compensation of the directors and managerial officers of this Company, this Remuneration Committee Charter (hereinafter, "this Charter") is adopted pursuant to Article 3 of the Taiwan Regulations Governing the Appointment and Exercise of Powers by the Remuneration Committee of a Company Whose Stock is Listed on the Stock Exchange or Traded Over the Counter (hereinafter, "the Regulations").

#### Article 2. Scope

Except as otherwise provided by Taiwan law or regulation or by the Memorandum and Articles of Association, matters in connection with the official powers of the Remuneration Committee (hereinafter, "the Committee") shall be handled in accordance with this Charter.

#### Article 3. Disclosure for public reference

The Company shall upload the content of this Charter to its website and the Market Observation Post System (MOPS) for public reference.

# **Article 4. Functions of the Committee**

The functions of the Committee are to professionally and objectively evaluate the policies and systems for compensation of the directors (including independent directors) and managerial officers of the Company and its subsidiaries, and submit recommendations to the board of directors for its reference in decision-making.

# **Article 5. Committee composition**

- 5.1 The Committee shall consist of 3 members appointed by resolution of the board of directors. One of the members shall serve as convener.
- 5.2 The professional qualifications and degree of independence of the members of the Committee shall meet the requirements set out in Articles 5 and 6 of the Regulations.

# Article 6. Terms of Committee members and appointments to fill vacancies

6.1 The term of the Committee members shall be the same as that of the board of directors by whom they were appointed.

6.2 When a member of the Committee is dismissed for any reason, resulting in there being less than three members, a board meeting to make a new appointment shall be held within 3 months from the date of occurrence.

### Article 7. Scope of duties

- 7.1 The Committee shall exercise the care of a good administrator to faithfully perform the following duties and present its recommendations to the board of directors for discussion. Recommendations concerning the compensation of directors (including independent directors) shall be submitted to the Board of Directors for discussion only if the compensation of directors (including independent directors) is stipulated in the Articles of Association of the Company and its subsidiaries, or if the shareholders' meeting has authorized the Board of Directors to handle such matters.
- (1) Periodically reviewing this Charter and making recommendations for amendments.
- (2) Establishing and periodically reviewing the performance evaluation criteria, annual and long-term performance goals for the directors, and managerial officers of the Company and the policies, systems, standards, and structure for their compensation, and disclosing the content of performance evaluation standard in the annual report.
- (3) Periodically assessing the degree to which performance goals for the directors, and managerial officers of the Company have been achieved, and setting the types and amounts of their individual compensation per to the evaluation results which based on performance evaluation criteria. The annual report should disclose the results of individual performance evaluations of directors and managers, and the relevance and reasonableness of the content and amount of individual compensation and the results of performance evaluation. This information shall also be reported at the Shareholder's Meeting.
- 7.2 The Committee shall perform the duties under the preceding paragraph in accordance with the following principles:
- (1) Ensuring that the compensation arrangements of the Company comply with applicable laws and regulations and are sufficient to recruit outstanding talent.
- (2) Performance assessments and compensation levels of directors (including independent directors) and managerial officers shall take into account the general pay levels in the industry, the results of individual performance evaluation, the time spent by the individual and their responsibilities, the extent of goal achievement, their performance in other positions, and the compensation paid to employees holding equivalent positions in recent years.

Also to be evaluated are the reasonableness of the correlation between the individual's performance and the Company's operational performance and future risk exposure, with respect to the achievement of short-term and long-term business goals and the

financial position of the Company.

- (3) There shall be no incentive for the directors or managerial officers to pursue compensation by engaging in activities that exceed the tolerable risk level of the Company.
- (4) For directors and senior managerial officers, the percentage of reward to be distributed based on their short-term performance and the time for payment of any variable compensation shall be decided with regard to the characteristics of the industry and the nature of the Company's business.
- (5) Considering the reasonable when determining the content and amount of remuneration of directors (including independent directors) and managers. The decided remuneration of directors (including independent directors) and managers should not be hugely different from the financial performance. The remuneration should not be higher than the previous year if a major decline in profits or long-term losses occurred. If the remuneration still higher than the previous year's, the reasonable explanation should be disclosed in the annual report and shall be reported at the Shareholders' Meeting.
- (6) No member of the Committee may participate in discussion and voting when the Committee is deciding on that member's individual compensation.
- 7.3 "Compensation" as used in the preceding two paragraphs includes cash compensation, stock options, profit sharing and stock ownership, retirement benefits or severance pay, allowances or stipends of any kind, and other substantive incentive measures. Its scope shall be consistent with the compensation for directors and managerial officers as set out in the Regulations Governing Information to be published in Annual Reports of Public Companies.
- 7.4 If the decision-making and handling of any matter relating to the remuneration of directors (including independent directors) and managerial officers of a subsidiary is delegated to the subsidiary but requires ratification by the board of directors of the Company, the Committee shall be asked to make recommendations before the matter is submitted to the board of directors for deliberation.

# Article 8. Convening and holding of meetings

- 8.1 Meetings of the Committee shall be held at least twice a year. In convening a meeting of the Committee, a notice setting forth the subjects to be discussed at the meeting shall be given to each member at least 7 days in advance. In emergency circumstances, however, the meeting may be convened on shorter notice.
- 8.2 Among the Committee members there is at least 1 independent director. One of the independent directors shall be elected by all members the Committee as the convener and meeting chair. If the convener takes leave or is unable to convene a meeting for

any reason, the convener shall appoint another independent director on the Committee to act in his or her place. If there is no other independent director on the Committee, the convener shall appoint another Committee member to act on his or her behalf. If the convener does not make such an appointment, a member of the Committee shall be elected by and from among the other members on the Committee to serve as convener.

#### Article 9. Drafting of meeting agendas

- 9.1 The Committee's meeting agenda shall be drafted by the convener. Other members may submit motions to the Committee for discussion.
- 9.2 Meeting agendas shall be forwarded to the Committee members in advance. When a meeting of the Committee is held, an attendance book shall be made available for sign-in by the Committee members in attendance and thereafter made available for reference. If members attend the meeting via videoconferencing, the audio and video recording are deemed as the attendance record.
- 9.3 The Committee members shall attend the meeting in person. If a member is unable to attend the meeting in person, the member may appoint another member to attend as his or her proxy. Attending a meeting via telecommunications will be deemed attendance in person.
- 9.4 A member of the Committee that appoints another member as proxy to attend a meeting shall in each instance issue a written proxy stating the scope of authorization with respect to the items on the meeting agenda.
- 9.5 The proxy under paragraph 3 may accept a proxy from one person only.

# Article 10. Resolution method

- 10.1 Resolutions at meetings of the Committee shall be adopted with the consent of one half or more of the entire membership. When a matter comes to a vote at a Committee meeting, if upon inquiry by the meeting chair no member voices an objection, the matter will be deemed approved, with the same effect as approval by vote.
- 10.2 The result of the vote under the preceding paragraph shall be made known immediately and recorded in writing.

#### **Article 11. Meeting minutes**

- 11.1 Discussions at a meeting of the Committee shall be included in the meeting minutes, which shall faithfully record the following:
- (1) The session, time, and place of the meeting.
- (2) The name of the meeting chair.
- (3) Attendance of the Committee members at the meeting, specifying the names and

the number of members present, excused, and absent.

- (4) The names and titles of those attending the meeting as non-voting participants.
- (5) The name of the minute taker.
- (6) The matters reported at the meeting.
- (7) Agenda items: For each proposal, the method of resolution and the result, and any objections or reservations expressed by the Committee members.
- (8) Extraordinary motions: The name of the mover; the method of resolution and the result for each motion; a summary of the comments of the independent director members of the Committee and experts and other persons present at the meeting; and any objections or reservations expressed.
- (9) Other matters required to be recorded.
- 11.2 The attendance book constitutes part of the minutes for each meeting of the Committee; if the meeting is held via telecommunications, the audio and video materials also constitute part of the meeting minutes.
- 11.3 The minutes of each meeting of the Committee shall bear the signature or seal of both the meeting chair and the minute taker. A copy of the minutes shall be distributed to each member on the Committee within 20 days after the meeting, and shall be presented to the board of directors and retained as important corporate records for 5 years. The meeting minutes may be produced and distributed in electronic form.

  11.4 If, before the expiration of the retention period under the preceding paragraph, any
- litigation arises in connection with any matter relating to the Committee, the meeting minutes shall be preserved until the conclusion of the litigation.

# **Article 12. Implementation of meeting resolutions**

The execution of tasks relating to resolutions adopted by the Committee in accordance with its duties under Article 7, or subsequent work resolved to be delegated to professionals pursuant to Article 13, paragraph 2, may be delegated to the convener or other Committee members for follow-up, with a written or verbal report to be presented.

#### Article 13. Resources to be provided when the Committee exercises its powers

- 13.1 When the Committee calls a meeting, it may request directors, managers of relevant departments, internal audit officers, certified public accountants, attorneys, or other personnel of the Company to attend the meeting as non-voting participants and to provide pertinent and necessary information.
- 13.2 The Committee may, at the expense of the Company, resolve to retain the service of an attorney, certified public accountant, or other professional to conduct a necessary audit or to provide advice on matters relating to the exercise of the Committee's

powers.

# **Article 14. Implementation**

This Charter is established in Chinese. In case of any discrepancy between the English version and the Chinese version, the Chinese version shall govern.

This Charter, and any amendments hereto, shall enter into force after adoption by the board of directors.

**Article 15. Supplementary Provisions** 

Version	Brief description of	Date
	changes	
1	New document	2012.08.31
2	Amendment	2017.05.09
3	Amendment	2017.12.21
4	Amendment	2020.03.12