

Symtek Automation Asia Co., Ltd.

Appointment and Implementation of the Corporate Governance Officers

On November 9, 2021, the Board of Directors of the Company passed a resolution to appoint Ms. Zhang Yuan-Zhen as the Corporate Governance Officers. Ms. Zhang has over three years of experience serving as the head of internal audit at a public company.

Main responsibilities

1. Conducting meetings of the board of directors and shareholders' meetings in compliance with relevant laws.
2. Preparing minutes of board meetings and shareholders' meetings.
3. Assisting directors in their appointment and ongoing education.
4. Providing directors with necessary information to facilitate their business activities.
5. Assisting directors in adhering to legal and regulatory requirements.
6. Report to the Board of Directors on the examination results of the qualifications of independent directors during nomination, appointment, and tenure, in accordance with relevant laws and regulations.
7. Handle matters related to changes in the Board of Directors.
8. Carrying out any other duties as stipulated in the Company's articles of incorporation or contracts.

Implementation of the Corporate Governance Officers in 2024

1. Assisting the Chairman of the Board of Directors and Committee Chairmen in convening meetings by providing adequate meeting compliance with relevant regulations.
2. In fiscal year 2023, the Board of Directors held 6 meetings, the Audit Committee held 6 meetings, and the Compensation Committee held 4 meetings, and the Nomination Committee held 1 meeting.
3. Reporting to the Board of Directors on May 8, 2024, on the Company's performance in those areas for fiscal year 2023: The implementation status of corporate governance, the implementation status of promoting sustainable development and climate-related information, and the implementation of integrity management.
4. Registering in advance for the Annual General Meeting of Shareholders on May 30, 2024, providing meeting information and annual reports, and protecting the rights of shareholders.
5. Arranging courses to meet the directors' needs and ensuring that each director completes their annual training hours on May 30, 2024,
6. Reporting to the Board of Directors on the results of the corporate governance evaluation for fiscal year 2023 on May 8, 2024,.
7. Providing directors and insiders with information on corporate governance-related laws and regulations to facilitate compliance with the law.
8. Inviting independent directors, accountants, and auditors to a closed-door meeting to understand the status of the implementation of the internal control system. Please refer to the Website/ Investor Services/Corporate Governance/Corporate Governance Officers.
9. Responding to directors' requests in a timely and effective manner, and maintaining smooth communication between directors and supervisors.

Corporate Governance Officer Continuing Education for 2024

Training Date	Organizer	Course Title	Training Hours	Total Training Hours
May 30	Digital Governance Association	ESG with Compensation	3 hours	22 hours
	Taiwan Corporate Governance Association	2024 Global Economic Outlook and Industry Trends	3 hours	
June 6	BCSD Taiwan	GHG Protocol Corporate Standard and Scope 3 Standard Advocacy Course	3 hours	
July 30	Taiwan Corporate Governance Association	How the Board of Directors (Sustainability Committee) Reviews the Sustainability Report	3 hours	
October 18	Securities and Futures Institute	Insider Trading Prevention Advocacy Meeting (Online Live Broadcast) in 2024	3 hours	
November 22	Securities and Futures Institute	Online Briefing on Insider Stock Trading Legal Compliance in 2024	3 hours	