



Rules of Procedure for Preparing Sustainability Reports

File No.	CA-044
Issue Date	2024/3/13
Version	1

Article 1: Purpose

The purpose of these rules is to enhance the company’s adherence to compliance standards during the creation and authentication of ESG reports. These rules are aligned with the “Taipei Exchange Rules Governing the Preparation and Submission of ESG reports by TPEX Listed Companies,” as declared by the OTC Exchange.

Article 2: Scope of ESG reports

The ESG report encompasses essential information and performance indicators related to the company and its critical subsidiaries across environmental, social, and corporate governance domains.

Article 3: Reporting Period

The ESG report covers a full calendar year, specifically from January 1 to December 31 of each year.

Article 4: Compilation Guidelines

The company is obligated to annually adhere to the GRI standards established by the Global Reporting Initiatives (GRI), as well as the standards set by the Task Force on Climate-related Financial Disclosures (TCFD) and those issued by the US Sustainability Accounting Standards Board (SASB). Notably, the SASB is responsible for preparing the ESG report for the preceding year. This report must disclose the principal economic, environmental, and social themes and impacts identified by the company, along with the necessary disclosure items and reporting requirements.

The ESG report referenced in the preceding paragraph must include relevant environmental, social, and corporate governance risk assessments and establish corresponding performance metrics to effectively address the identified key themes.



Article 5: Disclosure of Climate-Related Information

The company is obligated to include a dedicated section on climate-related information within its reporting framework. This inclusion must strictly adhere to the disclosure requirements outlined by the competent authority.

Furthermore, the inventory and verification timetable for greenhouse gas emissions falling under scope 1 and 2 (as detailed in the preceding paragraph) must align with the schedule stipulated by the competent authority.

Article 6: Verification and Issuance of the Report

As part of the ESG reporting process, the company is required to include a content index in the ESG report. This index should outline the report's contents in alignment with the Global Reporting Initiative (GRI) standards. Additionally, the company must clearly indicate within the report whether each disclosed item has undergone third-party verification. This verification ensures the reliability and credibility of the disclosed information.

To enhance the accountability and responsibility of OTC listed companies and their boards of directors in ESG reporting, ESG reports must be officially approved by the board of directors in accordance with relevant regulations.

The company is mandated to publish the ESG report and its corresponding file on the company website before the end of August each year. Furthermore, the company must report the publication of the ESG report to the Internet information reporting system designated by the competent authority. This timely and transparent dissemination of the ESG report ensures accessibility to stakeholders and regulatory compliance.

Article 7 (Incorporation into Internal Control System)

This procedure, once established and approved by the Chairman, will be incorporated into the internal control system. It will be implemented following the approval of the Audit Committee and the Board of Directors. Any amendments will also undergo the same process.