

# Meeting Notice for Annual Shareholders' Meeting (Summary Translation)

During the COVID-19 outbreak:

1. Shareholders are encouraged to exercise their voting rights by using the electronic voting platform on [www.stockvote.com.tw](http://www.stockvote.com.tw).
2. Shareholders who attend the shareholders' meeting in person must wear a mask at all times and have their temperatures taken. If the shareholder is not wearing a mask or has a forehead temperature of 37.5 degrees Celsius or an ear temperature of 38 degrees Celsius after two consecutive readings, the shareholder is prohibited from entering the shareholders' meeting venue.
3. The Company will post an announcement in the Material Information section on the "Market Observation Post System" website if the location of the shareholders' meeting is changed because of the pandemic.

I The 2022 shareholders' meeting will be held on June 14, 2022 (Tuesday) at 9:00 AM (reception will begin 30 minutes before the meeting) at No. 17, Daluge Rd., Xinpu Township, Hsinchu County 30544, Taiwan (R.O.C.)

## **Meeting Agenda:**

### **A) Management Presentations:**

1. 2021 Business Report.
2. Audit Committee's Review Report on the 2021 Financial Statements.
3. Report on the 2021 Distribution of Remuneration for Employees and Directors.
4. Report on the 2021 Profit Distribution in the Form of Cash Dividends.

### **B) Adoptions:**

1. 2021 Business Report, Financial Statements, and Profit Distribution Table.

### **C) Discussions:**

1. The Amendments to the Articles of Incorporation.
2. The Amendments to the Rules and Procedures of the Shareholders' Meeting.
3. The Amendments to the Procedures for the Acquisition or Disposal of Assets

### **D) Extempore Motions**

- II The board of directors has resolved to distribute dividends, and a surplus cash dividend of NT\$5 per share will be distributed.
- III **If there is a reason for convening the shareholders' meeting stipulated in Article 172 of the Company Act, please go to the MOPS website (<http://mops.twse.com.tw>), click on "Shareholders' Meetings" under "Electronic Books," enter the stock code and year, and select "Meeting Handbook and Supplemental Meeting**

**Information" or "Shareholders' Meetings Proceedings" for information on the main content.**

- IV According to Article 165 of the Company Act, the transfer of shares will be suspended from April 16, 2022 to June 14, 2022.
- V In addition to the announcement on the MOPS website, we have sent this letter with the shareholders' meeting attendance card and proxy form attached. We would appreciate it if you acknowledge the receipt of this letter, and your presence is cordially requested. Should you attend in person, please fill out the attendance card (no need to return by post), and present it upon reception at the venue on the day of the meeting. Should you entrust a proxy to attend, please fill out the proxy form and mail it to the Stock Service Department of Grand Fortunes Securities Co., Ltd, the Company's stock agent, five days before the meeting. After the department has affixed the registration seal on the attendance card, it will be sent to you or your proxy as an attendance pass for the shareholders' meeting. If you or your proxy has not received the attendance card one day before the meeting, please bring your ID card and seal to the venue on the day of the meeting.
- VI For those who request a proxy form at this shareholders' meeting, the Company will consolidate the written materials for the proxy form request according to the regulations and upload them to the Securities and Futures Institute website (<https://free.sfi.org.tw>) before May 13th, 2022. After entering the website, investors can enter the stock code/company in the "Free Proxy Form Inquiry System" search bar.**
- VII For this shareholders' meeting, shareholders may exercise their voting rights electronically from May 14, 2022 to June 11, 2022. Please log in to TDCC's electronic voting platform and vote according to the instructions. "Website: <https://www.stockvote.com.tw>"**
- VIII The statistical verification agency of the proxy form for this shareholders' meeting is the Stock Service Department of Grand Fortunes Securities Co., Ltd.**
- IX Please fill out the documents as described in the information contained herein.

Sincerely,

Board of Directors, ITEQ Corporation