

Far Eastone Telecommunications Co., Ltd.

Procedures for Handling Material Internal Information

Approved by Board of Directors Meeting on 2022/11/11

Chapter I General principles	
Article 1 (Purpose of the Procedures)	To establish good mechanism for handling and disclosing material internal information to prevent improper information leakage and also to assure the consistency and accuracy for releasing information to the public, it is proposed to formulate the Procedures for Handling Material Internal Information (the “Procedures”) to be followed by the Company.
Article 2 (The internal material information handling shall comply with related laws, regulations and the Procedures.)	The handling and disclosing of material internal information of the Company shall comply with related laws, regulations, the rules promulgated by the Taiwan Stock Exchange Corporation and the Procedures.
Article 3 (Applied targets)	The subject people to be applied by the Procedures shall include the directors, managerial officers and employees of the Company. The Company shall urge others who may be aware of the material internal information of the Company due to his/her identity, profession or controlling relationship to comply with the provisions of the Procedures.
Article 4 (The scope of internal material information)	The material internal information regulated by the Procedures means material news or material information promulgated in the Securities and Exchange Act, related laws and regulations and the rules of the Taiwan Stock Exchange Corporation.
Article 5 (The in-charge department for internal material information)	The department in the Company which is in-charge for handling and disclosing material internal information are Corporate Governance Officer and F&FS with the following major duties: 1. Be responsible for formulating and amending the Procedures. 2. Be responsible for handling the Procedures and related consultation, review and advice. 3. Be responsible for report regarding material internal information leakage and solution to react.

	<p>4. Be responsible for establishing system to keep the Procedures related materials including all documents, files and electronic record.</p> <p>5. Be responsible for establishing up and maintaining the profile of the directors, managerial officers and shareholders with 10% above shareholding of the Company.</p> <p>6. Be responsible for all business related to the Procedures.</p>
<p>Chapter II Procedures for securing the confidentiality of internal material information</p>	
<p>Article 6 (Confidentiality firewall - personnel)</p>	<p>The directors, managerial officers and employees of the Company shall, with best efforts and fiduciary duty of professional standards, conduct the business operation of the Company according to the principle of ethics and shall also execute the Non-Disclosure Agreement (“NDA”) or relative declaration.</p> <p>The directors, managerial officers and employees who are aware of the material internal information of the Company shall not disclose the material internal information acquainted to others nor conduct any transactions of stock, other securities with equity nature or the non-equity-type corporate bonds before the public announcement of the material internal information or within the specific lead time regulated by laws after announcement.</p> <p>Including (but not limited to) that directors shall not trade their shares during the closed period, which is 30 days prior to the announcement of the annual financial report, and 15 days prior to the announcement of the quarterly financial report.</p> <p>The directors, managerial officers and employees of the Company shall not inquire for or collect the material internal information not yet disclosed which is not related to his/her own business from others who are aware of the material internal information of the Company, nor shall they release the material internal information not yet disclosed to others if learning by non-business occasion.</p>
<p>Article 7 (Confidentiality firewall - article)</p>	<p>There shall be proper protection when material internal information data file document of the Company is delivered in written form. When delivered by email or other electronic forms, the delivery shall be handled with appropriate encryption or other security technology such as electronic seal.</p> <p>The data file of documents of the material internal information of the Company shall have back up and be kept in a safe place.</p>

<p>Article 8 (Confidentiality firewall operation)</p>	<p>The Company shall ensure the installation of the firewall in the two Articles mentioned above and also conduct following measures:</p> <ol style="list-style-type: none"> 1. To install appropriate firewall management and control system and with periodical tests. 2. Enhance the safekeeping and confidentiality measures for the yet disclosed material internal information of the Company.
<p>Article 9 (The confidentiality measure for outsider organization or personnel)</p>	<p>The outsider organization or personnel commissioned or procured by the Company to participate in the Company's M&A, important memorandum of understanding, strategic business cooperation or other major agreements which have great impact to the Company's financial or business operations shall execute NDA and shall not disclose to others the material internal information learned during above-mentioned transactions with the Company.</p>
<p>Chapter III Procedures for internal material information disclosure</p>	
<p>Article 10 (Internal material information disclosure principle)</p>	<p>The principles to follow when the Company is to disclose material internal information are:</p> <ol style="list-style-type: none"> 1. The disclosure of information shall be correct, complete and prompt. 2. The disclosure of information shall have basis. <p>The disclosure of information shall be fair.</p>
<p>Article 10-1 (Procedure for Evaluation and Verification of Material Information)</p>	<p>F&FS-Treasury & Credit Management (F&FS-T&CM) is responsible for the assessment, review, endorsement and release of material information.</p> <p>Major policies of the Company's resolutions or the occurrence of material events are in accordance with the TWSE's procedures for the verification and public processing of the material information for listed companies with priced securities, or after further assessment of the materiality, if the decision or event has a significant impact on the financial affairs, business, shareholders' equity or the price of securities of the Company, the authoritative units shall fill in the "Signature of Material Information Release" on the day when the fact occurs, and the F&FS-T&CM shall fill in the "Material Information Evaluation Checklist Form". After said signature being signed by the head of the unit, the authoritative units shall submit said signature together with said checklist form to the spokesperson of the Company for review and the chief financial officer for verification. After the decision is issued, the authoritative units shall publish the material information before the time limit prescribed by the laws and regulations.</p>

<p>Article 11 (The implementation of spokesperson system)</p>	<p>The disclosure of material internal information shall be handled by spokesperson or acting spokesperson with verified sequence of the Company except otherwise provided by laws or regulations. However, it might be handled directly by the chairman or president of the Company if it is necessary.</p> <p>The content of statement by spokesperson and acting spokesperson shall be limited to the scope authorized by the Company and except for the chairman, president, spokesperson, and acting spokesperson, other employees shall not disclose material internal information to other people without authorization.</p>
<p>Article 12 (Maintenance of records of material information censorship)</p>	<p>The following records shall be kept for the release of material information by the Company:</p> <ol style="list-style-type: none"> 1. The content of the evaluation. 2. Personnel and date of appraisal, evaluation, and verification. 3. The content of the material information released and the applicable legal basis. 4. Other relevant information. <p>The Company's "Signature of Material Information Release" and "Material Information Evaluation Checklist Form" shall be recorded in writing, and if the assessment or review is conducted electronically, the written documents shall be filed thereafter, and the assessment records, checking documents and relevant material shall be retained for at least five years.</p>
<p>Article 13 (The reaction to untrue media report)</p>	<p>If content in the media report is inconsistent with what the Company releases, the Company shall immediately clarify in MOPS and also ask the media to correct if it is necessary.</p>
<p>Chapter IV The handling of abnormal cases</p>	
<p>Article 14 (The report of abnormal cases)</p>	<p>The directors, managerial officers and employees, as soon as they in aware of any leak of material internal information, shall inform S&F-Treasury & Credit Management and Internal Auditor. .</p> <p>After being informed, the S&F-Treasury & Credit Management shall propose the solution and may invite, if necessary, related departments including Internal Auditor to discuss and prepare records of the handling result for filing. Internal Auditor shall also conduct audit based on their duties.</p>
<p>Article 15 (The handling for violation)</p>	<p>In any of the following circumstances, the Company shall hold the relevant personnel accountable and take appropriate legal measures in accordance with the Company's working rules:</p>

	<p>1. The employees of the Company disclose material internal information at his own will in violating the Procedures or other laws and regulations.</p> <p>2. The content of statement by spokesperson or acting spokesperson of the Company exceeds the scope authorized by the Company or in violation of the Procedures or other laws and regulations.</p> <p>If someone outside the Company discloses the material internal information or violation of this procedure or other laws and regulations which leads to damage of the Company's property or interests, the Company shall follow relative means to seek legal liability.</p>
Chapter V Internal control operation and internal education	
Article 16 (Internal control mechanism)	The Procedures shall be incorporated into the internal control system of the Company. The Internal Auditing department shall comprehend the condition of its compliance periodically and issue the audit report to implement the execution of procedures in handling material internal information.
Article 17 (Education)	The Company shall implement advocacy the directors, managerial officers and employees the Procedures and related laws and regulations at least once per year. Appropriate advocacy shall be conducted for new directors, managerial officers and employees in due course.
Chapter VI Supplemental provisions	
Article 18	The Procedures and amendment hereof shall come into enforcement after being resolved by the board of directors.