

## **Standard Operational Procedures for Responding to Requests from Directors of Chunghwa Telecom Co., Ltd.**

Adopted by the 8<sup>th</sup> Board of Directors at the 18<sup>th</sup> meeting on May 8, 2019

- Article 1 Chunghwa Telecom Co., Ltd. (Company) has hereby determined the Standard Operational Procedures for Responding to Requests from Directors in order to establish a sound corporate governance system and to assist the directors in performing their duties and improve the effectiveness of the Board of Directors.
- Article 2 Unless otherwise provided by relevant laws and regulations or the Company's Articles of Incorporation, the Company shall handle matters related to the requirements of the directors in accordance with the provisions of this procedure.
- Article 3 The directors of the Company shall be provided with appropriate and timely information in such form, quantity and quality as to enable the directors to make decisions and to perform their duties as directors.
- Article 4 The Company's Board has designated the Secretariat of the Board of Directors as the meeting affairs unit. The Secretariat of the Board of Directors shall prepare the contents of the board meeting and provide sufficient meeting materials to be sent together with the meeting notice. Directors may request additional information from the meeting affairs unit if they consider that the information provided is insufficient, which the meeting affairs unit shall provide the information within 3 business days.
- Article 5 The head of corporate governance of the Company shall assist the directors in ensuring that the board procedures and all applicable laws and regulations are complied with and that the exchanges of information between board members and between the directors and the Company's management are well processed.
- Article 6 The Company's head of corporate governance and meeting affairs unit of the Company's Board of Directors are responsible for handling the requirements of the directors.

For matters required by directors, based on the principle of effectively assisting the directors in performing their duties in a timely manner, shall be processed as soon as possible within five business days.

The statement made by the directors of the Company at the board meeting shall be drafted by the meeting affairs unit as the "Director's Statement Tracking List". The handling of which shall be provided at the next Board meeting (excluding

special meeting) with the meeting materials.

Article 7 These procedures are implemented after the approval of the Board of Directors, and the same applies to its amendment.