

Cathay Life Insurance Co., Ltd. Standard Operating Procedure for Handling Demands by Directors and Supervisors

Adopted on January 20, 2020
Responsible Unit: Legal Department

Article 1 (Purpose and Basis)

In order to establish a good corporate governance system for the Company to help the directors and supervisors perform their duty and also upgrade the powers of Board of Directors, the Procedure is adopted in accordance with “Directions for Compliance by the Establishment of Board of Directors by TWSE Listed Companies and the Board’s Exercise of Power” and “Standard Operating Procedure for Handling Demands by Directors of Companies Limited by Shares”.

Article 2 (Scope of application)

Except as otherwise provided by law and regulation or by the Company’s Articles of Incorporation, the Company shall handle the demands by directors or supervisors in accordance with the Procedure.

Article 3 (Provide directors and supervisors with adequate and timely information)

The Company’s directors and supervisors shall be provided with adequate and timely information sufficient to enable them to make decisions when they control related information, in form and quality, and to perform their responsibilities.

Article 4 (Parliamentary procedure unit and meeting materials)

The Company’s Board of Directors designate the Legal Affairs Office as the unit responsible for parliamentary procedure. The parliamentary procedure unit shall prepare the Board meeting notice. Sufficient meeting materials shall also be prepared and enclosed in the meeting notice.

A director or supervisor who is of the opinion that the meeting materials provided are insufficient may request their supplementation by the parliamentary procedure unit. The parliamentary procedure unit shall provide the supplemental materials within two business days. If a director or supervisor is of the opinion that materials concerning any motion are insufficient, the deliberation of such motion may be postponed by a resolution

of the Board of Directors.

Article 5 (Provide directors and supervisors with assistance, and ensure valid operation of the Board of Directors)

The corporate governance officer's assistance is available to the Company's directors or supervisors, to ensure the strict compliance with the parliamentary procedure of the Board of Directors and all applicable laws, regulations and rules, and the fair exchange of information among Board members, and directors and supervisors and management departments.

Article 6 (Assistance from corporate governance officer and timeliness)

Unless otherwise provided, upon receipt of the demands by any of the Company's directors or supervisors pursuant to the Procedure, the corporate governance officer shall coordinate with related units to handle the demands promptly within two business days. Upon satisfying the demands, the related units shall report to the directors or supervisors immediately, and also provide feedback to the corporate governance officer.

Article 7 (Enforcement)

The Procedure shall be enforced upon authorization by the Board of Directors. The same shall apply if the Procedure amended or abolished.