

## PharmaEngine, Inc.

## **Procedures for Election of Directors**

- Article 1: The election of directors of the Company shall be conducted in accordance with these Procedures.
- Article 2: The election of directors at the Company shall be conducted at a shareholders' meeting from the persons with disposing capacity.
- Article 3: The election of directors of the Company shall employ the method of open ballot cumulative voting. Attendance card numbers may be used instead of recording the names of voting shareholders.
- Article 4: In the election of directors of the Company, except otherwise provided by law, each share shall have voting rights in number equal to the directors to be elected. The board shall prepare ballots according to the number of directors to be elected and distribute said ballots to the shareholders.
  Ballots may be cast for a single candidate or split among multiple candidates.
- Article 5: The number of directors shall be as specified in the Company's Articles of Incorporation. Those receiving ballots representing the highest numbers of voting rights will be elected according to their respective numbers of votes. If there are two or more individuals with the same number of votes, thus exceeding the specified number of positions, they shall draw lots to determine the winner, with the chair drawing lots on behalf of any person not in attendance.
- Article 6: The board shall prepare voting ballots equal to the number of directors to be elected, with their voting rights filled in, and distribute them to the shareholders attending the shareholders' meeting.
- Article 7: Before the commencement of the election, the Chairperson shall appoint supervisors and vote counters to oversee and count the votes.
- Article 8: The ballot box shall be prepared by the Board of Directors and shall be inspected on-site by the supervisors prior to voting.
- Article 9: If the candidate is a shareholder, the name and shareholder number shall



be indicated in the designated area on the ballot before being placed in the ballot box. If the candidate is not a shareholder, the name and ID number shall be provided. If the candidate is a legal entity, the entity's name shall be indicated, along with the name of its representative. If there are multiple representatives, their names shall be provided separately.

Article 10: The following circumstances shall render a ballot invalid:

- 1. Ballots that do not conform to rules stipulated hereof.
- 2. A blank ballot is placed in the ballot box.
- 3. The writing is unclear and indecipherable or has been altered.
- 4. The candidate is a shareholder, but the identity, shareholder number, or shareholder registry does not match; or the candidate is not a shareholder, but the name, ID number, or tax ID number do not match.
- 5. Two or more candidates are listed on the same ballot.
- Ballots with additional writings alongside the candidate's name, shareholder number or ID number.
- 7. The name of the candidate indicated on the ballot is identical to that of another shareholder, but there's no shareholder number or ID number provided on the ballot to identify such individual.
- Article 11: A ballot box shall be provided for the director election, and after the voting process, the supervisors shall open the ballot box.
- Article 12: Vote counters shall be supervised by the supervisors and the Chairperson shall announce the results of the vote count on the spot.
- Article 13: Matters not stipulated herein shall be handled in accordance with the Company Act and related laws and regulations.
- Article 14: The Procedures shall be implemented after being approved at the shareholders' meeting. The same procedure shall be followed when the Procedures are amended.

The rules were established on September 17, 2004

The first amendment was made on June 29, 2011



The second amendment was made on June 15, 2016