

# **Apex International Company Limited**

## **Standard Operating Procedures for handling requirements of Directors**

### **Article 1**

In order to establish corporate governance, assist directors to perform their duties and enhance the functions of the Company's board of directors. The Company established such Procedures for compliance.

### **Article 2**

The Company handles related requirements of Directors shall base on the Procedures unless otherwise specified by law or Memorandum.

### **Article 3**

The directors of the Company shall be provided appropriate and timely information, which forms and qualities shall lead directors to make the decisions based on the related information and perform their duties.

### **Article 4**

The designated unit responsible for the board meetings of this Corporation shall be shareholder service unit.

The unit responsible for board meetings shall draft agenda items and prepare sufficient meeting materials, and shall deliver them together with the notice of the meeting.

A director who is of the opinion that the meeting materials provided are insufficient may request their supplementation by the unit responsible for board meetings, such unit shall provide within seven working days. If a director is of the opinion that materials concerning any proposal are insufficient, the deliberation of such proposal may be postponed by a resolution of the board of directors.

### **Article 5**

The Company appoints a chief corporate governance officer ("CGO") who responsible for handling such requirements. The shareholder service unit or CGO will based on the principle of assisting directors to perform their duties, the unit or CGO will handle the requirements within 14 working days.

### **Article 6**

The Procedures shall be adopted by the approval of the board of directors' meeting. The board of directors may be authorized to adapt to these Procedures.