

## Major Corporate Functions

Department	Functions
Board Secretariat	<ol style="list-style-type: none"> <li>1. Convene shareholders' meetings and Board of Directors meetings and arrange for the agenda and other relevant matters</li> <li>2. Submit proposals for the amendments of Articles of Incorporation of the Company and Corporate Governance related rules and regulations</li> <li>3. Manage affairs of the Group's shareholders' meetings and Board meetings and process and report Industrial &amp; Commercial registration changes</li> <li>4. Supervise affairs of the Group's shareholders' meetings and Board meetings; monitor related risks and timely issue warnings</li> </ol>
Audit Division	<ol style="list-style-type: none"> <li>1. Carry out audits in accordance with the Internal Audit Implementation Regulations; keep records of audits and prepare audit reports</li> <li>2. Study Internal Audit Implementation Regulations; convene audit committee meetings and arrange the agenda</li> <li>3. Handle affairs related to operations of the subsidiary supervisory committee; monitor internal control related risks and timely issue warnings</li> </ol>
Headquarters Office	<ol style="list-style-type: none"> <li>1. Determining goals for group management through strategic research and development</li> <li>2. Operation performance assessment, integration, and overseeing project executions of each operational department</li> <li>3. Operational risks attention and warnings</li> </ol>
Finance Division	<ol style="list-style-type: none"> <li>1. Integrate and plan for the Group's overall financial resources</li> <li>2. Long-term financial planning; establish financial accounting systems and conduct studies for further improvements</li> <li>3. Support investment project evaluations; manage financial and investment risks; implement risk control mechanisms</li> </ol>
Business Strategy Division	<ol style="list-style-type: none"> <li>1. Investment evaluation, planning, analysis, design and execution of economic and market trend research</li> <li>2. Evaluation and assessment of risky financial assets, equity investment or short-term investment for the Group</li> <li>3. Investor Relations, Media and Public Relations</li> </ol>
Engineering Division	<ol style="list-style-type: none"> <li>1. Supervise and support all engineering and technical matters, quality control, maintenance, and production management</li> <li>2. Carry out major project construction and technology improvement; promote innovative research and development; formulate the Group's production management, research and development, and new product development policies</li> <li>3. Establish engineering related systems and supervise the</li> </ol>

Department	Functions
	implementation of related affairs
Human Resources Division	<ol style="list-style-type: none"> <li>1. Formulate personnel regulations; safe keep personnel data and records; execute personnel related matters based on management decisions; convene Remuneration committee meetings and arrange the agenda</li> <li>2. Plan and establish human resource policies; propose the annual plan and budget for employee selection, training, recruitment, retention and relations</li> <li>3. Handle employees' labor, health and group insurance; manage employee attendance; handle employee salary; file personnel related reports to related authorities</li> </ol>
Legal Division	<ol style="list-style-type: none"> <li>1. Provide legal opinions on legal issues within the Company's business scope; assist fellow divisions in handling relevant legal affairs</li> <li>2. Promote and provide training on legal issues for employees; supervise legal affairs of the Group</li> <li>3. Execute management assignments; monitor corporate legal risks and timely issue warnings</li> </ol>
IT Division	<ol style="list-style-type: none"> <li>1. Formulate short-term, mid-term and long-term information technology plans and strategies in accordance with the Company's development strategy and management requirements</li> <li>2. In charge of the up-to-date and overall integration of information system framework for the Company and its subsidiaries</li> <li>3. Handle all daily computer operations including file backup management, storage and information security; oversee and manage all information related risks of the Company's computer systems; support integration, planning, design or update of the Group's information systems</li> </ol>
Sales Department	<ol style="list-style-type: none"> <li>1. Conduct domestic and overseas market research; formulate sales strategies; propose and execute market expansion plans</li> <li>2. Handle orders for domestic sales and exports, sales change; collect receivables; responsible for the issuance, control and safekeeping of bills of lading; inventory management; shipment review and approval; after-sales service</li> <li>3. Execute management assignments and manage other operation and sales related risks</li> </ol>

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Finance Department	<ol style="list-style-type: none"> <li>1. Implement the financial accounting system; prepare financial statements and analysis reports based on related procedures</li> <li>2. Conduct account auditing, reporting, tax related affairs, and fixed asset insurance, etc.</li> <li>3. Review and compile budgets; compare and analyze budget and actual performance; study, handle and offer suggestions for corporate tax affairs</li> <li>4. Planning and process of the Company's reporting matters stipulated by the government authority, Financial Supervisory Commission and its subordinate institutions, and follow up on these matters</li> <li>5. Review bills and receipts of fellow departments to ensure their compliance with the Company's rules and regulations</li> </ol>
Administration Department	<ol style="list-style-type: none"> <li>1. In charge of filing related tasks of the Group, maintenance and management of the bulletin boards</li> <li>2. Manage, maintain or repair the Group's office related machines, equipment and automobiles</li> <li>3. Plan and execute administrative management regulations and budget, manage petty cash, expenses and receipts</li> <li>4. Manage and identify risks of administrative and property related affairs or other assigned tasks</li> <li>5. Organize fire alarm and response teams and conduct fire drills and disaster response education and training</li> <li>6. Support the Group with overall administrative affairs</li> </ol>