

Department	Functions
Sustainable Development Office	<ol style="list-style-type: none"> <li>1. Promote the Group's sustainability by communicating its principles to employees and stakeholders. Plan and implement sustainability strategies and initiatives, and report progress to the Sustainability Committee regularly.</li> <li>2. Uphold the Group's brand image by standardizing visual design and public relations activities. Communicate sustainability achievements through the official website, social media, and sustainability reports.</li> </ol>
Board Secretariat	<ol style="list-style-type: none"> <li>1. Organize and manage shareholder and board meetings, including agenda preparation and logistics.</li> <li>2. Propose amendments to the Group's charter and corporate governance to ensure compliance with applicable laws and regulations.</li> <li>3. Handle reporting of shareholder and board meeting matters, and industrial and commercial registration changes.</li> <li>4. Monitor shareholder and board meeting processes, identify potential risks, and issue alerts.</li> </ol>
Audit Office	<ol style="list-style-type: none"> <li>1. Develop audit plans based on the Group's risk assessments, conduct audits per internal audit regulations, and prepare audit records and reports.</li> <li>2. Oversee, evaluate, and enhance the adequacy of internal control systems and related policies, providing recommendations for improvements.</li> <li>3. Plan and facilitate self-assessments across departments, review results, and track improvements.</li> <li>4. Organize Audit Committee meetings, manage agenda items, and compile meeting materials.</li> </ol>
Headquarters Office	<ol style="list-style-type: none"> <li>1. Develop and oversee the Group's vision and overall business strategy.</li> <li>2. Supervise and manage subsidiaries' financial and business information.</li> <li>3. Facilitate cross-departmental and cross-company communication and coordination.</li> </ol>
Executive Secretary Office	<ol style="list-style-type: none"> <li>1. Assist senior executives with scheduling, external communications, and guest reception.</li> <li>2. Organize, archive, and manage important documents, reports, and official seals for senior executives.</li> <li>3. Coordinate executive-led meetings and follow up on decisions and pending tasks.</li> </ol>
Sales Division	<ol style="list-style-type: none"> <li>1. Conduct domestic and international market research, formulate marketing strategies, and identify market opportunities.</li> <li>2. Manage domestic and international orders, sales adjustments, receivables collection, bill issuance, inventory coordination, shipment approvals, and after-sales service.</li> <li>3. Identify and mitigate risks related to procurement and sales operations.</li> </ol>
Administration Division	<ol style="list-style-type: none"> <li>1. Manage the Group's documentation, seal usage, and greenhouse gas inventory verification.</li> <li>2. Assist or oversee domestic and international procurement, office equipment maintenance, and vehicle management.</li> <li>3. Develop and execute administrative policies, prepare budgets, manage petty cash, and oversee income and expenditures.</li> <li>4. Organize occupational safety, health management, emergency response drills, and fire safety training; supervise compliance for subsidiaries.</li> </ol>
Investment Division	<ol style="list-style-type: none"> <li>1. Analyze macroeconomic trends and monitor industry developments.</li> <li>2. Manage investments in risk-related financial instruments.</li> <li>3. Handle external investment applications and approvals with the Ministry of Economic Affairs.</li> </ol>

<p>People and Culture Division</p>	<ol style="list-style-type: none"> <li>1. Develop and implement talent and cultural policies, including plans for recruitment, training, retention, and exit.</li> <li>2. Execute organizational design, talent management systems, performance management, compensation systems, and employee relations.</li> <li>3. Foster a diverse and inclusive workplace culture, promoting alignment with the Group's core values.</li> <li>4. Implement social responsibility initiatives and manage Compensation and Remuneration Committee agendas.</li> <li>5. Supervise talent and culture activities in affiliated companies to ensure alignment with the Group's vision and mission.</li> </ol>
<p>Finance and Accounting Division</p>	<ol style="list-style-type: none"> <li>1. Plan, integrate, allocate, and manage the Group's resources and financing.</li> <li>2. Support investment planning, risk evaluation, and control tracking.</li> <li>3. Execute financial planning, accounting, financial reporting, budgeting, and analysis.</li> <li>4. Manage and safeguard financial instruments, real estate documents, and insurance policies.</li> <li>5. Ensure compliance with financial, taxation, and regulatory requirements.</li> </ol>
<p>Legal Division</p>	<ol style="list-style-type: none"> <li>1. Draft and review contracts, provide internal legal consultation, and manage litigation cases.</li> <li>2. Monitor the Group's legal activities, identify compliance risks, propose solutions, and manage incidents efficiently.</li> <li>3. Develop and implement compliance measures, and manage intellectual property registration and protection.</li> <li>4. Handle legal matters and support external communication and dispute resolution.</li> <li>5. Establish and manage interactive compliance mechanisms to enhance risk identification.</li> </ol>
<p>IT Division</p>	<ol style="list-style-type: none"> <li>1. Develop short-, medium-, and long-term IT strategies to support the Group's growth and management needs.</li> <li>2. Manage information security, cybersecurity risk, and IT system operations.</li> <li>3. Design and maintain the Group's information systems, networks, and databases.</li> <li>4. Manage, coordinate, and execute IT-related projects.</li> </ol>