

All Cosmos Bio- Tech
Holdings Corporation

Board of Directors



[INTERNAL CONTROL POLICIES AND PROCEDURES –

處理董事要求之標準作業程序

DEALING WITH DIRECTORS REQUIREMENTS]

THE INFORMATION CONTAIN HEREIN IS THE INTERNAL CONTROL POLICIES AND
PROCEDURES FOR ALL COSMOS BIO- TECH HOLDING CORPORATION.

處理董事要求之標準作業程序

第一條

為建立本公司良好之公司治理，協助董事執行職務並提升董事會效能，爰訂定本程序，以資遵循。

第二條

本公司處理董事要求相關事項，除法令或章程另有規定者外，應依本程序之規定。

第三條

本公司董事應獲提供適當且適時之資訊，其形式及質量須足使董事能夠在掌握有關資料的情況下作出決定，並能履行其董事職責。

第四條

本公司董事會指定之議事事務單位為董事會秘書室。議事事務單位應擬訂董事會議事內容，並提供充分之會議資料，於召集通知時一併寄送。董事如認為會議資料不充分，得向議事事務單位請求補足，議事事務單位應於 7 日內提供。董事如認為議案資料不充足，得經董事會決議後延期審議之。

第五條

本公司所有董事皆應可取得公司治理主管之協助，以確保董事會程序及所有適用法令、規則均獲得遵守，並確保董事會成員之間及董事與經理部門之間資訊交流良好。

第六條

本公司已設置公司治理主管，爰由公司治理主管負責處理董事要求事項，並以即時有效協助董事執行職務之原則，於 7 日內儘速辦理。

第七條

本程序經董事會通過後施行，修正時亦同。

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Article 1

In order to establish a good corporate governance for ACBT and to assist directors in performing their duties and enhance the effectiveness of the board of directors, this procedure has been formulated for compliance.

Article 2

ACBT shall handle matters related to directors' requirements in accordance with the provisions of this procedure, unless otherwise stipulated in the Act or Articles of Association.

Article 3

The directors of the ACBT shall be provided with appropriate and timely information in sufficient form and quality to enable the directors to make decisions with relevant information and to perform their duties as directors.

Article 4

The deliberative unit designated by the board of directors of the ACBT is the Secretary of the Chairman's office and Share Service Representative. The deliberative affairs unit shall draw up the contents of the board's proceedings and provide sufficient meeting information, which shall be sent together with the call notice. If the director considers that the meeting information is insufficient, he may request the deliberative service unit to make up for it. The deliberative service unit shall provide the information within 7 days. If the director considers that the information on the bill is insufficient, he may defer consideration after a resolution of the board of directors.

Article 5

All directors of the ACBT shall have the assistance of the Share Service Representative to ensure that the procedures of the Board of Directors and all applicable laws and regulations are complied with, and that information exchanges between members of the Board of Directors and between directors and managers are good.

Article 6

The Share Service Representative is responsible for dealing with the directors' requirements, and in accordance with the principle of prompt and effective assistance to the directors in the performance of their duties, to handle them as soon as possible within 7 days.

Article 7

This procedure shall be carried out after the approval of the board of directors, and the same shall be done when amendments are made.

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