

# **POYA International Co., Ltd.**

## **Meeting Notice for 2021 Annual Shareholders' Meeting (Summary Translation)**

I. The 2021 Annual Shareholders' Meeting will be convened at 6F, Conference Room, No. 74, Sec. 3, Minzu Rd. West Central Dist. Tainan City at 9:00 a.m. on June 22, 2021 (Tuesday) (Registration will be accepted at 8:30 a.m.). The agenda for the Meeting is as follows:

1. Report items:

- (1) 2020 Business Report.
- (2) 2020 Audit Committee's Review Report.
- (3) The Distribution of 2020 Employees' and Directors' Remuneration
- (4) Annual Earnings Cash Dividend Distribution in 2020
- (5) Amendments to part of "Articles of Corporate Social Responsibility Best Practice Principles" and "Articles of Ethical Corporate Management Best Practice Principles"

2. Acknowledgements:

- (1) Adoption of the 2020 Business Report and Financial Statements.
- (2) Adoption of the Proposal for Distribution of 2020 Profits.

3. Matters for Discussion:

- (1) Proposal for a new share issue through capitalization of earnings
- (2) Amendments to the Company's Rules of Procedure for Shareholders' Meetings.
- (3) Amendments to the Company's Procedures for elections of Directors

4. Motions

II. The 2020 Earning Distribution has been approved by the Board of Directors and are proposed as:

Cash dividends of NT\$1,826,710,080, approximately NT\$18.7 per share.

Stock dividends of 2,930,550 shares, approximately 0.3 dollar per existing share

The cash and stock dividend distributed to each share resolved by the Annual General Meeting may be adjusted pursuant to actual number of the outstanding shares on the ex-dividend date

- III. Pursuant to Article 165 of the Company Act, the Company has closed the share transfer registration from April 24, 2021 to June 22, 2021. For further information, please refer to MOPS website (<http://emops.twse.com.tw/server-java/t58query>). The path: Electronic Books->Shareholders' meetings
- IV. Except an announcement on MOPS, a letter with the attachments of Meeting Notice for 2021 Annual Shareholders' Meeting and proxy form will be posted to each shareholder. Any shareholder who tends to attend the Meeting in person shall sign or seal the "personal attendance card" and register at the date of the Meeting (no need to return the letter). If a proxy authorized to attend the Meeting, the shareholder shall fill in the proxy form and the attendance card, and mail back the folding letter which shall reach Shares Registration Service Dept, Hua Nan Securities Co., Ltd. at least five days before the Meeting. After the registration seal is affixed on the attendance card by the Shares Registration Service Dept, the letter will then be returned to the shareholder or his/her proxy for attending the Shareholders' Meeting.
- V. If any shareholder solicits for a proxy, the Company will disclose the summarization of the solicitation prepared by the Company on the website of the Securities and Futures Commission (<http://free.sfi.org.tw>) before May 21, 2021. If any investor tends to make inquiries, please log into the website above and input the key words for the inquiry.
- VI. Shareholders may exercise their voting rights through electronic form. Please log into the STOCKVOTE platform (<https://www.stockvote.com.tw>) of Taiwan Securities Central Depository Co., Ltd. and make the operation according to relative instruction during the period from May 22, 2021 to June 19, 2021.
- VII. The Shares Registration Service Dept, Hua Nan Securities Co., Ltd. is the institution responsible for the statistics and verification of the proxy form.
- VIII. The shareholders attending to the Shareholder' Meeting shall bring identification documents for verification.
- IX. Please consider and act accordingly.

Board of Directors

POYA International Co., Ltd.