



Shareholder Services

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Share Transfer

Remarks

- After completing and sealing the required forms, please submit them in person or by mail to our Shareholder Services Department.
- Electronic applications under the Electronic Signatures Act **are not accepted**. All applications must be made in writing with the originally registered seal.

Physical Share Transfer (Including Custody Withdrawal)

Required Documents

1. Transferor's originally registered seal (not required if already affixed)
2. Transferee's seal (registered seal for existing shareholders)
3. Share certificates (pre-affixed with transferor's registered seal)
4. Share Transfer Application Form.
5. Share delivery list, securities transaction tax receipt, or certification issued by the tax authority.
6. Copy of both sides of National ID (new shareholders only)
7. Shareholder Seal Card (new shareholders only)
8. Cash Dividend Remittance Account Registration/Change Form (new shareholders only)

Notes

1. For minor shareholders, the share certificates and Shareholder Seal Card must bear the seals of both parents as legal representatives. Where both parents consent to authorize one parent to act as the representative and retain the seal, only one registered seal may be retained, provided that copies of both sides of the authorized parent's National Identification Card are attached.

(Handled in accordance with the ROC Ministry of Finance Letter dated July 19, 2000, Ref. (89) Tai-Cai-Zheng (III) No. 54166.)
2. Legal entities shall submit a photocopy of the company registration certificate.
3. Overseas Chinese and foreign nationals shall submit a photocopy of their passport or residence permit.
4. Fund accounts shall submit the approval letter and a photocopy of the tax registration certificate.
5. Trust transfers require submission of the trust agreement and other relevant supporting documents in addition to the standard documents.
6. Transfers arising from court auctions or compulsory execution require submission of the court auction record and proof of transfer of ownership rights.
7. The purchase of shares by minors or persons with limited legal capacity, as well as share transactions between relatives within the second degree of kinship, shall be deemed a gift in accordance with Article 5 of the Estate and Gift Tax Act. However, this shall not apply where it can be proven that the purchase funds belong to the purchaser and that the transaction is a bona fide sale. In such cases, a "Certificate of Approval for Transfer as Non-Gift Property" issued by the tax authority shall be submitted.
8. For shares withdrawn from centralized securities custody, the securities firm shall affix the "Centralized Securities Custody Withdrawal Date Stamp" on both the Share Transfer Application Form and the Share Delivery List.
9. For both the share certificates and the Share Transfer Application Form, the transferor's section must already bear the centralized custody seal, and the transferee shall affix the originally registered seal in the transferee's section.

Downloadable Forms

Document Checklist for Transfer of Physical Shares (Including Custody Withdrawal)

Shareholder Seal Card

Share Transfer Application Form

Cash Dividend Remittance Account Registration (Change) Application Form

Gift Transfer

Required Documents

1. Donor's originally registered seal.
2. Donee's seal (for existing shareholders, the originally registered seal)
3. Share certificates (the donor's originally registered seal must be affixed in advance)
4. One original copy of the gift tax payment certificate or tax exemption certificate issued by the tax authority.
5. One Shareholder Seal Card and one copy of both sides of the National Identification Card (not required for existing shareholders)
6. Share Transfer Application Form.
7. Cash Dividend Remittance Account Registration (Change) Application Form (not required for existing shareholders)

Notes

1. Shares purchased in the name of a minor shall be deemed a gift from the legal representative or guardian. However, this shall not apply where it can be proven that the purchase of funds belongs to the purchaser.
(For minor shareholders, share certificates and the Shareholder Seal Card must be affixed with the seal of the legal representative. Where only one legal representative's seal is to be retained, a consent form must be completed.)
2. Share transactions between relatives within the second degree of kinship shall be deemed gifts. However, this shall not apply where conclusive proof of payment of the purchase price is provided and where such payment was not financed, lent, or guaranteed by the seller.

@For the above-mentioned proof of payment, shareholders must first apply to the tax authority and submit a "Certificate of Approval for Transfer as Non-Gift Property" issued by the tax authority before applying to the Company's Shareholder Services Department for gift transfer registration.

3. For donations of assets to educational, cultural, public welfare, charitable, or religious organizations and ancestral trusts that are legally registered as foundations and meet the standards prescribed by the Executive Yuan, a "Certificate of Exclusion from the Total Amount of Gifts" shall be submitted for transfer registration.
4. Legal entities shall submit a photocopy of the company's registration certificate.
5. Overseas Chinese and foreign nationals shall submit a photocopy of their passport or residence permit.
6. Overseas Chinese and foreign nationals shall also submit approved investment certification documents.

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Document Checklist for Gift Transfer

Shareholder Seal Card

Share Transfer Application Form

Cash Dividend Remittance (Change) Application Form

Inheritance Transfer

Required Documents

1. Heirs' seals (For existing shareholders, the originally registered seal; for new shareholders, one copy of both sides of the National Identification Card and one Shareholder Seal Card shall be submitted.)
2. Share certificates of the decedent (To be affixed in advance with the heir's seal.)
3. Inheritance Chart.
4. Original copy of the current household registration transcript of the share heir, or other documents with equivalent legal effect
5. Original National Identification Cards of all heirs (or original Seal Certificates issued by the Household Registration Office);
Foreign heirs shall submit a passport, residence permit, or identity documents notarized or authenticated by an ROC overseas representative office.
6. Original National Identification Card of the authorized representative (trustee) and Power of Attorney (if the application is handled by proxy)
7. Share Allocation Agreement (If determined by a court judgment, the court judgment shall be attached.)
8. Original estate tax payment certificate, tax exemption certificate, or certificate of approval for transfer issued by the tax authority.
9. Share Transfer Application Form (To be affixed in advance with the heir's originally registered seal.)
10. Where any heir has renounced the inheritance, a court-filed certificate of inheritance renunciation shall be submitted.
11. Cash Dividend Remittance Account Registration (Change) Application Form
(Not required for existing shareholders.)

Notes

1. Shareholders applying for inheritance transfer shall first inquire with or apply to the Company's Shareholder Services Department for certification of the number of shares held as of the date of death. If the shares are deposited under centralized custody, inquiries shall also be made with the securities broker regarding custody holdings.
2. Foreign heirs without household registration within the Republic of China shall submit documents sufficient to prove lawful inheritance.
3. Where the heir is a resident of Mainland China, documents proving the inheritance relationship verified by the Straits Exchange Foundation, together with notarized inheritance relationship documents issued by a local notarization authority in Mainland China, shall be submitted.
4. Where a shareholder authorizes another person to handle the application
(the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted.

5. Where an heir is a minor, a household registration transcript of the legal representative and the National Identification Card or Seal Certificate issued by the Household Registration Office shall be submitted.
6. Where any statutory heir has passed away, in addition to submitting the deregistered household registration transcript of such heir, cases involving substituted succession (death before inheritance commencement) or successive inheritance (death after inheritance commencement) shall still be processed in accordance with inheritance transfer procedures.
7. Where the decedent passed away prior to June 4, 1985, and any heir renounces inheritance rights, the document in Item 10 may be replaced by a court-filed inheritance renunciation statement issued by the heir. However, if inheritance includes assets other than shares, such renunciation shall not be deemed a full renunciation of inheritance rights, and an Estate Distribution Agreement shall be submitted.
8. Where an heir is a foreign national, a residence permit, passport, identity documents authenticated by an ROC overseas representative office, or identity documents certified by a local court or governmental authority and notarized by a legally recognized notarial institution shall be submitted.
9. Where a domestic natural person heir submits an “Seal Certificate” issued by the Household Registration Office in lieu of the original National Identification Card, the seal used on the Share Allocation Agreement shall be identical to the seal shown on the Seal Certificate.
10. Where there are multiple heirs, the Inheritance Chart may be affixed only by the heir applying for the share inheritance; however, the Share Allocation Agreement must be affixed with the seals of all heirs for acceptance.
11. Where an eligible heir is a minor shareholder, please refer to Articles 1086 and 1094 of the Civil Code.

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Inheritance Transfer Document Checklist

Application Form

Shareholder Seal Card

Inheritance Chart

Share Allocation Agreement

Power of Attorney

Share Transfer Application Form

Cash Dividend Remittance Account Registration (Change) Application Form

Court Auction or Compulsory Execution Transfer

Required Documents

1. Transferee's seal (For existing shareholders, the originally registered seal.)
2. Share certificates (The originally registered seal shall be affixed in advance.)
3. Securities Transaction Tax payment receipt.
4. Court auction record and proof of transfer of ownership rights.
5. One Shareholder Seal Card and one copy of both sides of the National Identification Card (Not required for existing shareholders.)
6. Share Transfer Application Form (To be affixed in advance with the originally registered seal.)

Notes

1. For shares transferred through court auction or compulsory execution, the transferor's seal field on both the share certificates and the Share Transfer Application Form may be replaced by the court-issued proof of transfer of ownership rights.

Downloadable Forms

Shareholder Seal Card

Share Transfer Application Form

Cash Dividend Remittance Account Registration (Change) Application Form

Stock Loss Reporting

Remarks

- After completing and sealing the required forms, please submit them in person or by mail to our Shareholder Services Department.
- Electronic applications under the Electronic Signatures Act **are not accepted**. All applications must be made in writing with the originally registered seal.

Stock Loss Reporting

Required Documents

1. Shareholder's originally registered seal.
2. Police report certificate: The shareholder shall report the loss to the police using the "Lost Share Certificate Numbers" issued by the Company. The police report (or report acknowledgement) must clearly state the shareholder's name, share certificate numbers, number of certificates, number of shares per certificate, and the Company's full name.
3. Application Form for Loss, Cancellation, and Reissuance of Share Certificates.
4. One Shareholder Seal Card and one copy of both sides of the National Identification Card (Not required for existing shareholders.)
5. Power of Attorney (if the application is handled by proxy)
6. For corporate shareholders, an application letter and Power of Attorney shall be submitted.
7. Share delivery list issued by the securities firm
(Not required for shares that have already completed transfer registration.)

Notes

1. For share certificates that have already completed transfer registration, the share certificate numbers may be obtained by applying to the Company for a Shareholding Certificate. For shares that have not yet completed transfer registration, an additional share certificate delivery list issued by the securities firm bearing the "Centralized Securities Custody Withdrawal Date Stamp" shall be submitted.
2. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted. Corporate shareholders shall also submit an application letter and a Power of Attorney affixed with the originally registered seal, together with copies of the representative's National Identification Card.
3. Where an heir applies for loss reporting of share certificates, documents proving the inheritance relationship shall also be submitted.
4. Within five (5) days after receiving the loss notification letter issued by the Company's Shareholder Services Department, the shareholder shall apply to the court for a Public Notice for Call for Certificates in accordance with the Code of Civil Procedure.

The shareholder shall also submit to the Company:

- a. A copy of the petition for public notice,
 - b. A copy of the court's receipt of filing, and
 - c. A printed copy of the full public notice announcement obtained from the court's official website.
5. During the public notice proceedings, all ancillary rights to the shares (including cash dividends and stock dividends) shall be suspended and will only be released after the Company receives the court's cancellation judgment.

6. Applications for public notice shall be filed with the court having jurisdiction over the Company's place of registration. The competent court for the Company is the Taiwan Taoyuan District Court.

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Procedures for Handling Lost Share Certificates

Shareholder Seal Card

Application Form

Application Form for Loss, Cancellation, and Reissuance of Share Certificates

Power of Attorney

Cancellation of Loss Reporting

Required Documents

1. Shareholder's originally registered seal.
2. Application Form for Loss, Cancellation, and Reissuance of Share Certificates.
3. A copy of the petition for withdrawal of the public notice for lost share certificates, or a copy of the petition for withdrawal of the application for cancellation judgment, together with a copy of the court's receipt of filing (Not required if no application for public notice or cancellation judgment has been filed with the court.)
4. Power of Attorney (if the application is handled by proxy)
5. For corporate shareholders, an application letter and Power of Attorney shall be submitted.

Notes

1. Where an application for public notice for lost share certificates has already been filed with the court, the shareholder shall first apply to the court to withdraw such public notice, and submit to the Company's Shareholder Services Department a copy of the withdrawal petition together with a copy of the court's receipt of filing.
2. Where an application for a cancellation judgment has already been filed with the court, the shareholder shall first apply to the court to withdraw the application for cancellation judgment, and submit to the Company's Shareholder Services Department a copy of the withdrawal petition together with a copy of the court's receipt of filing.
3. Where no application for public notice or cancellation judgment has been filed with the court, the shareholder shall make a declaration stating "No application for public notice or cancellation judgment has been filed" in the Application Form for Loss, Cancellation, and Reissuance of Share Certificates and affix the registered seal.
4. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted. Corporate shareholders shall submit an application letter, affixed with the originally registered seal, together with a Power of Attorney and copies of both sides of the representative's National Identification Card.

Downloadable Forms

Application Form for Loss, Cancellation, and Reissuance of Share Certificates

Power of Attorney

Stock Reissuance

Required Documents

1. Shareholder's originally registered seal.
2. Application Form for Loss, Cancellation, and Reissuance of Share Certificates.
3. A copy of the petition for public notice, together with a copy of the court's receipt of filing.
4. A printed copy of the full public notice announcement, obtained by searching and printing the announcement from the court's official public notice website.
5. Original copy of the court's civil ruling.
6. Original copy of the court's cancellation judgment.
7. Power of Attorney.
(Where the application is handled by an authorized representative)
8. For corporate shareholders, an application letter and a Power of Attorney shall be submitted.

Notes

1. Upon receipt of the court's cancellation judgment and simultaneous application for reissuance of share certificates, any cash dividends or stock dividends accrued during the loss-reporting period may be claimed at the same time.
2. Where the application is handled by an authorized representative:
Individual shareholders shall submit a Power of Attorney.
3. Corporate shareholders shall submit an application letter, affixed with the shareholder's originally registered seal, together with copies of both sides of the authorized representative's National Identification Card.
4. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted. Corporate shareholders shall also submit an application letter, affixed with the originally registered seal, together with copies of both sides of the representative's National Identification Card.

Downloadable Forms

Procedures for Handling Lost Share Certificates

Application Form for Loss, Cancellation, and Reissuance of Share Certificates

Power of Attorney

Seal Replacement Seal Loss Change of Name

Remarks:

- After completing and sealing the required forms, please submit them in person or by mail to our Shareholder Services Department.
- Electronic applications under the Electronic Signatures Act **are not accepted**. All applications must be made in writing with the originally registered seal.

Seal Loss Reporting

Required Documents

1. New seal.
2. Original National Identification Card or original Seal Certificate issued by the Household Registration Office.
3. One copy of both sides of the National Identification Card.
4. Share certificates for which transfer registration has already been completed.
5. One Shareholder Seal Card.
6. Application Form for Seal Loss.
7. Power of Attorney (if the application is handled by an authorized representative)
8. For corporate shareholders, an application letter and Power of Attorney shall be submitted.

Notes

1. Except where the shareholder explicitly declares that the new seal shall take effect on the same day, the new seal shall become effective on the day following completion of the application.
2. Where the application is handled by an authorized representative or submitted by correspondence:
 - a. Individual shareholders shall submit the original National Identification Card or the original Seal Certificate issued by the Household Registration Office (In cases where a specimen signature is retained, the shareholder must appear in person with their National Identification Card to sign on-site.)
 - b. Foreign shareholders shall submit identity documents authenticated by an ROC overseas representative office.
3. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted.
4. Corporate shareholders shall submit an application letter, affixed with:
 - a. The company seal and the seal of the responsible person, as recorded on the company amendment registration form issued by the competent authority, and
 - b. A copy of the amendment registration form (marked “true and correct copy”), together with the identity documents of the responsible person.

Downloadable Forms

Shareholder Seal Card

Application Form for Seal Loss

Power of Attorney

Seal Replacement

Required Documents

1. Originally registered seal.
2. New seal.
3. Share certificates for which transfer registration has already been completed.
4. One Shareholder Seal Card.
5. Application Form for Seal Replacement.
6. Power of Attorney (if the application is handled by an authorized representative)
7. For corporate shareholders, an application letter and Power of Attorney shall be submitted.

Notes

1. The new seal shall take effect on the day following completion of the application.
2. Where the application is handled by an authorized representative or submitted by correspondence:
 - a. Individual shareholders shall submit the original National Identification Card or the original Seal Certificate issued by the Household Registration Office (In cases where a specimen signature is retained, the shareholder must appear in person with their National Identification Card to sign on-site.)
 - b. Foreign shareholders shall submit identity documents authenticated by an ROC overseas representative office.
3. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted.
4. Corporate shareholders shall submit an application letter, affixed with:
 - a. The company seal and the seal of the responsible person, as recorded on the company amendment registration form issued by the competent authority, and
 - b. A copy of the amendment registration form (marked “true and correct copy”), together with the identity documents of the responsible person.

Downloadable Forms

Shareholder Seal Card

Application Form for Seal Replacement

Power of Attorney

Change of Name

Required Documents

1. New seal.
2. All share certificates.
3. Original household registration transcript, approval letter issued by the competent authority, or other documentary proof of name change.
4. Original National Identification Card and one copy of both sides thereof.
5. One Shareholder Seal Card.
6. Application Form for Change of Shareholder Account Name.
7. Power of Attorney (if the application is handled by an authorized representative)
8. For corporate shareholders, an application letter and Power of Attorney shall be submitted.

Notes

1. Except where the shareholder explicitly declares that the change shall take effect on the same day, the change of shareholder account name shall take effect on the day following completion of the application.
2. Where an individual shareholder applies for a change of account name, an original household registration transcript issued by the Household Registration Office shall be submitted, and the remarks section must clearly record the name change.
3. Where a corporate shareholder changes its registered name, an approval letter issued by the competent authority or documentary proof of the name change shall be submitted.
4. Where the application is handled by an authorized representative or submitted by correspondence:
 - a. Individual shareholders shall submit the original National Identification Card or the original Seal Certificate issued by the Household Registration Office (In cases where a specimen signature is retained, the shareholder must appear in person with their National Identification Card to sign on-site.)
 - b. Foreign shareholders shall submit identity documents authenticated by an ROC overseas representative office.
5. Where a shareholder authorizes another person to handle the application (the authorized representative must be an ROC national), the original National Identification Card of the representative and a Power of Attorney shall be submitted.
6. Corporate shareholders shall submit an application letter, affixed with:
 - a. The company seal and the seal of the responsible person, as recorded on the company amendment registration form issued by the competent authority, and
 - b. A copy of the amendment registration form (marked “true and correct copy”), together with the identity documents of the responsible person.

Downloadable Forms

Shareholder Seal Card

Application Form for Change of Name

Power of Attorney

Other Shareholder Procedures

Remarks

- After completing and sealing the required forms, please submit them in person or by mail to our Shareholder Services Department.
- Electronic applications under the Electronic Signatures Act **are not accepted**. All applications must be made in writing with the originally registered seal.

Shareholder Account Opening

Required Documents

1. One Shareholder Seal Card.
2. A copy of both sides of the National Identification Card; for foreign nationals, a Resident Certificate or Passport; for legal entities, a copy of the company registration certificate.
3. Registered seal or specimen signature (Where a specimen signature is used, the shareholder must present the National Identification Card and appear in person at the Company to sign on-site.)
4. For minor shareholders or shareholders declared legally incapacitated, the Shareholder Seal Card must be signed or sealed by the legal representatives (both parents).

Notes

1. Only one registered seal or specimen signature may be retained for each shareholder.
2. The registered seal or specimen signature shall be retained as submitted.
(Where a specimen signature is used, the shareholder must present the National Identification Card and sign in person at the Company.)
3. For domestic shareholders, the registered mailing address must be within the Republic of China.
4. Any alterations on the Shareholder Seal Card must be affixed with the originally registered seal.
5. Corporate shareholders:
 - a. When opening an account, corporate shareholders shall register under their full legal name, and may also register the specimen's signature, seal of the legal representative, or the official seal of an authorized agent. Where the specimen's signature or seal of the legal representative or agent is registered, copies of both sides of the legal representative's National Identification Card shall be submitted.
 - b. Incorporated associations holding company registration certificates shall submit a copy of the company's registration certificate; foundations without company registration certificates shall submit a copy of the legal person's registration certificate.
 - c. Foreign legal entities, overseas Chinese and foreign nationals, securities investment trust funds, or securities represented by overseas depository receipts shall submit approval documents issued by the competent authority or registration documents filed with the relevant authority.
 - d. Where a foreign shareholder authorizes a domestic agent or representative to handle the account opening, valid authorization of documents shall be submitted.
6. Where a shareholder is under 14 years of age, a copy of a household registration record with detailed remarks, or other documents of equivalent legal effect, may be submitted in lieu of a copy of the National Identification Card.
7. Where a shareholder is a minor, under guardianship, or under assistance declaration, the account opening must be signed or sealed by the legal representatives (both parents),

guardian, or assistant. Where the guardians or assistants are the parents, both parents may submit a written consent to authorize one parent to sign or seal on their behalf.

8. Where a shareholder has been appointed by a court as an estate administrator, relevant supporting documents shall be submitted.
9. Where a specimen's signature is adopted for handling share-related matters, the shareholder must present the National Identification Card and appear in person at the Company's Shareholder Services Department to sign on-site.

Downloadable Forms

Shareholder Seal Card

Consent Form

Cash Dividend Remittance Account Registration (Change) Application Form

Change of Address

Required Documents

1. Originally registered seal.
2. Address Change Notification Form.

Notes

1. Shareholders who have not yet completed the Shareholder Seal Card (for example, those whose shares were transferred through centralized custody services) may apply for a change of address by submitting one copy of both sides of the National Identification Card and one Shareholder Seal Card completed with the new address. In such cases, submission of the Address Change Notification Form is not required.
2. For applications submitted by correspondence, shareholders may indicate the shareholder account number and the new address, affix the originally registered seal, and mail the documents to the Company for processing.
3. The shareholder's mailing address shall be based on the address recorded on the Shareholder Seal Card. Where the retained address differs from that reported by the centralized securities depository, the most recently updated address filed by the shareholder shall prevail.
4. Any alterations or amendments made on documents must be affixed with the originally registered seal.
5. Shareholders whose shares are held under centralized custody shall also apply to their securities broker's custody department to update the relevant information.

Downloadable Forms

Shareholder Seal Card

Address Change Notification Form

Shareholding Certificate

Required Documents

1. Shareholder's originally registered seal.
2. Shareholding Certificate Application Form.

Notes

1. Where an heir applies for a Certificate of Shareholding of the decedent, the following documents shall be submitted and affixed with the heir's seal:
 - a. A copy of the household registration record with detailed remarks showing the decedent's deregistration (or a copy of the death certificate); and
 - b. A copy of the household registration record with detailed remarks of the heir, sufficient to prove that the applicant is the legal heir of the decedent.

Downloadable Forms

Shareholding Certificate Application Form

Change of Cash Dividend Remittance Account

Required Documents

1. Shareholder's originally registered seal.
2. Cash Dividend Remittance Account Registration (Change) Application Form.

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Cash Dividend Remittance Account Registration (Change) Application Form