

Date of meeting	Nature/session of meeting	Important resolution	Implementation
2021/03/19	Meeting of Directors and Supervisors (9th meeting of the 16th term)	<ol style="list-style-type: none"> 1. Communication between accountants and corporate governance unit and management - Audit of the 2020 Financial Statements (Attendees: Accountants Lu, Chian-Uen and Liu, Hui-Yuan of EY, Manager Chen, Yu-Tung). 2. Follow up of the minutes of the last meeting and implementation: refer to the full minutes of the meeting on the Company's website (the Company's website is provided at the end of this table). 3. Important financial and business reports (report on operations by the general manager) 4. Report of internal audits. 5. Other important reporting matters: <ol style="list-style-type: none"> (1). Report of 2020 endorsements/guarantees. (2). Report of 2020 accountant's final accounts for the labor retirement reserve. (3). Results of performance evaluation of the Board of Director and questionnaires of self-evaluation of Board members (information in Chinese is disclosed on the Company's website). https://www.tenren.com.tw/Content/Downloads/List.aspx?SiteID=10&MmmID=654256534471220550 (4). As a means to improve the ability of the Company to prepare its reports, the Company has self-prepared its parent and consolidated financial reports for accountants to review. The accountants suggested that the preparation could be completed earlier. 6. The Company's Remuneration Committee submitted the motion for recommendations for the first meeting of 2021 and motion for distribution of remuneration to employees and directors/supervisors for 2020. The 2020 distribution of remuneration to employees was NT\$1,435,841, 2% of the profit; the 2020 distribution of remuneration to directors/supervisors was 	<ol style="list-style-type: none"> 1. Implemented according to the motion. 2. Progress report for follow up completed. 3. Written report submitted in the meeting. 4. Written report submitted in the meeting. 5. Written report submitted in the meeting. 6. The motion was implemented after approval and disclosed on the MOPS on March 19, 2021. The announcements were changed to material information.

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		<p>NT\$1,148,673, 1.60% of the profit. The remuneration was distributed in cash to employees of subordinate companies who meet certain criteria. The chairman is authorized to determine the amount of remuneration by taking into account the employee's seniority, ranking, performance, overall contribution or special merit and qualification.</p> <ul style="list-style-type: none"> ● Opinions of independent directors or resolution results of motions shall be disclosed in accordance with the provisions of Article 14-3 of the Securities and Exchange Act. ● Opinions of independent directors: None. ● Response toward the opinion of independent directors: None. ● Resolution: all attending directors (including independent directors) had no objections (were reported to the 2021 annual general meeting). <p>Additionally, as the amount of the Company's remuneration to directors/supervisors is not large, aside from independent directors, all remuneration is distributed evenly and there is no concern of damage to the Company. As a result, there was no need for directors and supervisors to recuse themselves from the motion.</p> <p>7. All attending directors (including independent directors) had no objections to the 2020 final accounts (parent only financial statements and consolidated financial statements). These statements were reviewed by the supervisors then submitted to the 2021 annual general meeting for acknowledgment.</p> <p>8. All attending directors (including independent directors) had no objections to the motion for the Company's 2020 distribution of earnings and cash dividends. The 2020 distribution of earnings totaled NT\$54,355,169, or a cash dividend of NT\$0.6 per share (after review by supervisors, it was submitted to the 2021 annual general meeting for acknowledgment).</p> <p>9. All attending directors (including independent directors) had no objections to</p>	<p>The motion was implemented after approval and was reported at the 2021 annual general meeting,</p> <p>7. Submitted to the 2021 annual general meeting for acknowledgment.</p> <p>8. Submitted to the 2021 annual general meeting for acknowledgment.</p> <p>9. Submitted to the 2021 annual</p>

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		<p>the motion for the Company’s 2020 capital reserve distribution in cash. The Company intends to set aside NT\$18,118,389 from capital reserve of treasury stock in excess of par value, meaning a cash dividend of NT\$0.2 per share (after review by the supervisors, it was submitted to the 2021 annual general meeting for discussion).</p> <p>10. All attending directors (including independent directors) had no objections to the 2020 business report and 2021 business plan. These statements were reviewed by the supervisors then submitted to the 2021 annual general meeting for acknowledgment</p> <p>11. All attending directors (including independent directors) had no objections to the amendment to the Company’s “Articles of Incorporation” and was submitted to the 2021 annual general meeting for discussion.</p> <p>12. Approved some chapters of the Company’s “Internal Control System,” which was implemented after approval by the Board of Directors.</p> <ul style="list-style-type: none"> ● Opinions of independent directors or resolution results of motions shall be disclosed in accordance with the provisions of Article 14-3 of the Securities and Exchange Act. ● Opinions of independent directors: None. ● Response toward the opinion of independent directors: None. ● Resolution: all directors had no objections. <p>13. Approved the Company’s amendment to some provisions in the “Regulations Governing Making of Endorsements/Guarantees,” which was submitted to the 2021 annual general meeting for discussion.</p> <ul style="list-style-type: none"> ● Opinions of independent directors or resolution results of motions shall be disclosed in accordance with the provisions of Article 14-3 of the Securities and Exchange Act. ● Opinions of independent directors: None. 	<p>general meeting for discussion.</p> <p>10. Submitted to the 2021 annual general meeting for acknowledgment.</p> <p>11. Submitted to the 2021 annual general meeting for discussion.</p> <p>12. Implemented according to the motion after approval.</p> <p>13. Submitted to the 2021 annual general meeting for discussion.</p>

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		<ul style="list-style-type: none"> ● Response toward the opinion of independent directors: None. ● Resolution: all directors had no objections. <p>14. All attending directors (including independent directors) had no objections to the matters regarding the date and location of the Company's 2021 annual general meeting and proposals of shareholders with 1% or more shareholdings and operating procedures as well as its venue (details are as announced in the Company's annual general meeting).</p> <p>(1). The 2021 annual general meeting was set to be convened at 9.30 a.m. on June 10, 2021 (Thursday).</p> <p>(2). Annual general meeting venue: No. 422, Zhonghua Road, Zhunan Township, Miaoli County (Ten Ren Tea Garden Mingfeng Hall). Pursuant to Article 165 of the Company Act, the Company stopped the registration of stock transfers from April 12, 2021 to June 10, 2021 and handled related matters.</p> <p>15. All attending directors (including independent directors) had no objections to the results for the Company's 2020 internal self-evaluation and a statement of no deficiencies was issued (the FSC was notified and information has been disclosed in the annual report).</p> <p>16. The appointment of accountants Lu, Chian-Uen and Liu, Hui-Yuan of EY for auditing the Company's financial reports for 2020 was approved. There were no violations on the independence requirements stipulated in the Certified Public Accountant Act. The accountants have met the suitability criteria to audit the Company's financial reports.</p> <ul style="list-style-type: none"> ● Opinions of independent directors or resolution results of motions shall be disclosed in accordance with the provisions of Article 14-3 of the Securities and Exchange Act. 	<p>14. Material information announced on March 19, 2021.</p> <p>15. The motion approved has been disclosed in the 2020 annual report after notifying the FSC.</p> <p>16. The motion was approved and the independence evaluation table is disclosed in the 2020 annual report for shareholders.</p>

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		<ul style="list-style-type: none"> ● Opinions of independent directors: None. ● Response toward the opinion of independent directors: None. ● Resolution: all directors had no objections. <p>17. All attending directors (including independent directors) had no objections to the amendment to some provisions of the Company’s “Regulations Governing the Board Performance Evaluation.” The same applies after the adoption and amendment.</p> <p>18. All attending directors (including independent directors) had no objections to sell the assets at 5 sections of land on Lot 0336-0001, Jilin Section 5, Zhongshan District, Taipei City (13F, No. 5, Lane 28, Sec. 2, Xincheng North Road and No. 1, Ground Floor). In accordance with the Authority and Responsibility Review Method and Regulations Governing the Acquisition and Disposal of Assets, fixed properties less than NT\$50 million are authorized to the chairman to use the appraisal report as a reference for the sale.</p> <p>Note: The above motions were resolved by the Board of Directors on March 19, 2021 and the important resolutions have been disclosed under the heading “Announcement of the 2021 Annual General Meeting for the Company’s Resolutions by the Board of Directors” under “Material Information” on MOPS.</p>	<p>17. Implemented according to the motion after approval.</p> <p>18. After approval, the chairman was authorized to use the appraisal report as a reference for the sale in accordance with the Authority and Responsibility Review Method and Regulations Governing the Acquisition and Disposal of Assets (the price negotiation flexibility is detailed in the meeting minutes)</p>
2021/05/14	Meeting of Directors and Supervisors (10th meeting of the 16th term)	<p>1. Communication between accountants and corporate governance unit and management - Review of 2021 Q1 Financial Statements (Attendees: Accountants Lu, Chian-Uen and Liu, Hui-Yuan of EY, Manager Chen, Yu-Tung)</p> <p>2. Follow up of the minutes of the last meeting and implementation: refer to the full minutes of the meeting on the Company’s website (the Company’s website is provided at the end of this table).</p> <p>3. Important financial and business reports (report of operations by the general</p>	<p>1. Implemented according to the motion.</p> <p>2. Progress report for follow up completed.</p> <p>3. Written report submitted in the</p>

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		<p>manager)</p> <p>4. Report of 2021 Q1 Consolidated Financial Report.</p> <p>5. Report of internal audits.</p> <p>6. Other important reporting matters: (1). Report of the ability of the Company to prepare its reports. (2). Description of the Company’s 2020 corporate governance evaluation.</p> <p>7. All attending directors (including independent directors) had no objections to the amendment to some provisions of the Company’s “Business and Financial Transactions with Related Parties.”</p> <p>8. The motion for the sale of the Company’s asset at 5 sections of land on Lot 0336-0001, Jilin Section 5, Zhongshan District, Taipei City to Yujun Investment Co., Ltd. (hereinafter referred to as the “asset”) - as the supervisor of the said company also serves as the Company’s supervisor, this is regarded as a related party transaction. Pursuant to the Company’s “Regulations Governing the Acquisition and Disposal of Assets,” assets transactions between related parties must be approved by the Board of Directors. As negotiated by both parties, the total price of the asset transaction would be NT\$38.8 million on par with the authorization principle of Board of Directors determined on March 19, 2021. However, as the chairman was unable to return to Taiwan due to COVID-19, director Lin, Jen-Chung was authorized to fully handle matters related to the asset, the signing of the contract and the trust deed for the purchase and sale of real estate, the delivery of documents, the receipt of the price and the handover of the property according to the resolution of this meeting. The motion was approved by all directors (including independent directors) after discussion at this meeting.</p>	<p>meeting.</p> <p>4. Written report submitted in the meeting.</p> <p>5. Written report submitted in the meeting.</p> <p>6. Written report submitted in the meeting.</p> <p>7. Implemented according to the motion.</p> <p>8. Implemented by director Lin, Jen-Chung according to the authorization letter. The responsibility unit completed the announcement and filing on MOPS on May 14, 2021 in accordance with the “Regulations Governing the Acquisition and Disposal of Assets” and the law.</p>

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2021/07/09	Meeting of Directors and Supervisors (11th meeting of the 16th term)	1. All directors (including independent directors) had no objections to set a date and venue for the Company's 2021 annual general meeting: Date and time: August 4, 2021 (Wednesday) at 9: 30 a.m. Venue: No. 422, Zhonghua Road, Zhunan Township, Miaoli County (Ten Ren Tea Garden Mingfeng Hall). Convening type: Physical meeting.	1. The announcement and filing on MOPS were completed on July 9, 2021.
2021/08/04	Annual General Meeting	<ol style="list-style-type: none"> 1. 2020 business report and 2021 business plan outline report 2. The supervisors reviewed the report for the 2020 final accounts. 3. Report of the execution of the 2020 external endorsements/guarantees (the amount was zero) 	<ol style="list-style-type: none"> 1. After the shareholders' report and information in relation to the meeting handbook were uploaded onto the MOPS on May 10, 2021, they were disclosed on the Company's website. 2. After the shareholders' report and information in relation to the meeting handbook were uploaded onto the MOPS on May 10, 2021, they were disclosed on the Company's website. 3. After the shareholders' report and information in relation to the meeting handbook were uploaded onto the MOPS on May 10, 2021, they were disclosed on the Company's website.

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		<p>4. Report of the 2020 remuneration distribution to employees and directors/supervisors.</p> <p>5. Acknowledged the 2020 final accounts.</p> <p>6. Acknowledged the motion for the Company's 2020 earnings distribution: at NT\$0.6 per share, meaning shareholders' bonus was NT\$54,355,169 as cash dividends.</p> <p>7. Approved the motion for the Company's 2020 capital reserve distribution in</p>	<p>4. After the shareholders' report and information in relation to the meeting handbook were uploaded onto the MOPS on May 10, 2021, they were disclosed on the Company's website.</p> <p>5. The motion was approved in a motion-by-motion voting basis. After information in relation to financial statements was uploaded onto the MOPS alongside meeting handbook and meeting minutes on May 10 and August 6, 2021, it was disclosed on the Company's website.</p> <p>6. The motion was approved in a motion-by-motion voting basis. After related information was uploaded onto the MOPS alongside meeting handbook and meeting minutes on May 10 and August 6, 2021, it was disclosed on the Company's website.</p> <p>7. The motion was approved in a</p>

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		<p>cash. The Company intends to set aside NT\$18,118,389 from capital reserve of treasury stock in excess of par value, meaning a cash dividend of NT\$0.2 per share as shareholders' bonus.</p> <p>8. Approved the Company's amendment to some provisions in the "Articles of Incorporation."</p> <p>9. Approved the Company's amendment to some provisions in the "Regulations Governing Making of Endorsements/Guarantees."</p>	<p>motion-by-motion voting basis. After the meeting minutes were uploaded onto the MOPS on August 6, 2021, it was disclosed on the Company's website.</p> <p>8. The motion was approved in a motion-by-motion voting basis. After the meeting minutes were uploaded onto the MOPS on August 6, 2021, it was disclosed on the Company's website.</p> <p>9. The motion was approved in a motion-by-motion voting basis. After the meeting minutes were uploaded onto the MOPS on August 6, 2021, it was disclosed on the Company's website.</p>
2021/08/13	Meeting of Directors and Supervisors (12th meeting of the 16th term)	<p>1. Communication between accountants and corporate governance unit and management - Review of 2021 Q2 Financial Statements (Attendees: Accountants Lu, Chian-Uen and Liu, Hui-Yuan of EY, Manager Chiang, Ping-Hsien)</p> <p>2. Follow up of the minutes of the last meeting and implementation (previous meetings of directors and supervisors)</p> <p>3. Important financial and business reports (report of operations)</p>	<p>1. Implemented according to the motion.</p> <p>2. Progress report for follow up completed.</p> <p>3. Written report submitted in the</p>

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		<p>4. All directors (including independent directors) had no objections to the 2021 Q2 consolidated financial report.</p> <p>5. Report of internal audits.</p> <p>6. Other important reporting matters: Report of the implementation of trademarks for intellectual property management.</p> <p>7. In accordance with the resolution made by the annual general meeting held on August 4, 2021, all directors (including independent directors) had no objections to the motion for the ex-dividends basis of the Company's 2020 cash dividends. The total earnings distributed as bonus of shareholders was NT\$54,355,169, meaning cash dividends of NT\$0.6 per share were distributed. This is calculated up to 1 dollar, rounded down to the nearest dollar. The total amount of less than dollar is recognized under the Company's other income. The Company's allocation of NT\$18,118,389 from capital surplus was distributed at NT\$0.2 per share in cash. This is calculated up to 1 dollar, rounded down to the nearest dollar. The total amount of less than dollar is recognized under the Company's other income. The ex-dividend date for cash dividends and capital surplus was set as September 12, 2021. Pursuant to Article 165 of the Company Act, the Company stopped the registration of stock transfers from September 8 to September 12, 2021. The distribution date for cash dividends was set as September 27, 2021 (check expiration date), and other related matters were authorized to the responsibility unit, with announcements made as required by the law.</p> <p>8. All directors (including independent directors) had no objections to the motion for the insurance coverage for the Company's directors/supervisors and managers. The policy expired on September 15, 2021. The amount for the</p>	<p>meeting.</p> <p>4. Written report submitted in the meeting.</p> <p>5. Written report submitted in the meeting.</p> <p>6. Written report submitted in the meeting.</p> <p>7. As required by the law, information disclosure was completed on August 16, 2021, under the subject "Announcement of Matter In Relation to the Ex-Dividend Base Date for the 2021 Cash Dividends of Ten Ren Tea Co., Ltd." https://mops.twse.com.tw/mops/web/t108sb19_q1</p> <p>8. Implemented according to the motion. The full meeting minutes have been disclosed</p>

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		<p>insurance coverage for the directors/supervisors and managers was proposed at NT\$10 million with the same coverage terms as the previous year by Shinkong Insurance for the period from September 15, 2021 to September 15, 2022.</p> <p>9. All attending directors (including independent directors) had no objections to the amendment to some provisions of the Company’s “Corporate Governance Best Practice Principles.”</p> <p>10. All directors (including independent directors) had no objections to the establishment of the Company’s “Guidelines Governing the Appointment, Dismissal, Evaluation and Remuneration of Internal Auditors.”</p> <p>11. All attending directors (including independent directors) had no objections to the establishment of the Company’s “Procedures for Ethical Management and Guidelines for Conduct.”</p>	<p>on the Company’s website on August 17, 2021.</p> <p>9. The motion was implemented after amendment. The full meeting minutes and full text of the regulations were uploaded onto the MOPS and the Company’s website on August 17, 2021.</p> <p>10. The motion was implemented after approval. The full meeting minutes and full text of the regulations were uploaded onto the Company’s website on August 17, 2021.</p> <p>11. The motion for the establishment of the Guidelines for Conduct was approved and implemented. The full meeting minutes and full text of the regulations were uploaded onto the MOPS and the Company’s website on August 17, 2021.</p>
2021/11/12	Meeting of Directors and	<ul style="list-style-type: none"> ● Reporting matters <p>1. Communication between accountants and corporate governance unit and</p>	1. Completed.

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	Supervisors (13th meeting of the 16th term)	<p>management - Review of 2021 Q3 Financial Statements (Attendees: Accountants Lu, Chian-Uen of EY and Manager Chiang, Ping-Hsien).</p> <ol style="list-style-type: none"> 2. Follow up of the minutes of the last meeting and implementation: Refer to the full minutes of the meeting on the Company's website 3. Important financial and business reports (report of operations by the general manager) 4. Report of 2021 Q3 Consolidated Financial Report. 5. Report of internal audits. 6. Other important reporting matters: <ol style="list-style-type: none"> (1). The Company's 2021 ethical corporate management implementation status report. (2). The Company's 2021 promotion of sustainable development implementation status report. (3). The Company's 2021 risk management and procedures report. ● Discussion matters <ol style="list-style-type: none"> 1. All directors (including independent directors) had no objections to the Company's Remuneration Committee to report the motion for proposals at the 2nd meeting of 2021. The motion for proposals was reported by a member of the Remuneration Committee member, Independent Director Teng, Syh-Tang, acting as proxy: <ol style="list-style-type: none"> (1). In terms of the Company's 2021 year-end bonus rules - in view of the 	<ol style="list-style-type: none"> 2. The full text of the meeting minutes is as the following URL. 3. Written report submitted in the meeting. 4. Financial report was uploaded onto the MOPS on November 12, 2021 and the Company's website on November 14. 5. Written report submitted in the meeting. 6. The Company's reports listed on the left for 2021 have been disclosed on the Company's website. <ol style="list-style-type: none"> 1. The motion was implemented after approval. The implementation status was uploaded to MOPS and the Company's website on November 10, 2021.

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		<p data-bbox="723 323 1688 611">motion for proposals submitted by the Remuneration Committee regarding year-end bonus rules for chairman and managers, the Company’s 2021 domestic and international revenues and profits suffered effects of COVID-19. Based on the agreement with employees and the public, while striving to maintain a balance between shareholders’ rights and interests, it was proposed that the 2021 year-end bonus for the Company’s managers shall be kept at the basic level of one month. After the chairman consulted the other attending directors and the motion was approved by all directors.</p> <p data-bbox="663 619 1688 906">(2). The calculation for salaries and bonuses for chairman and managers and above in 2022 shall remain unchanged from 2021. As this motion involved interests of the chairman and the manager, pursuant to Article 15 of the Company’s “Rules of Procedure for Board of Directors Meetings” and Article 206 of the Company Act, the general manager and the manager recused themselves from the motion. Independent director Teng, serving as the acting chairman of the meeting, consulted the other attending directors and the motion was approved by all directors.</p> <p data-bbox="663 914 1688 1137">(3). The terms and amounts of attendance fees and remuneration for meetings of directors and supervisors of the 16th term and meetings of Remuneration Committee of the 4th term for 2022 shall remain unchanged as those in 2021. As this was an institutional decision, no recusal was imposed. After the chairman consulted the other attending directors and the motion was approved by all directors.</p> <p data-bbox="663 1145 1688 1313">(4). As the responsibility of the independent directors in future corporate governance is increased, coupled with the transformation of the 17th Board and each functional committee in 2022, the motion for attendance fees and remuneration for the 17th Board and each functional committee was an institutional decision. Therefore, no recusal was imposed. After the</p>	<ul data-bbox="1742 323 2157 834" style="list-style-type: none"> ● Opinions of independent directors or resolution results of motions shall be disclosed in accordance with the provisions of Article 14-3 of the Securities and Exchange Act. Where independent directors have no special opinions, recusal due to conflicts of interest shall be performance as required by law in accordance with the provisions of the resolution listed on the left.

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		<p>chairman consulted the other attending directors and the motion was approved by all directors.</p> <ul style="list-style-type: none"> ● Remuneration to independent directors: NT\$50,000/month ● Attendance fee: NT\$6,000/time is paid to each director (including independent director), functional committee member for attending a meeting (including video conference attendance but excluding attendance by proxy) <p>2. All directors (including independent directors) had no objections to the motion for the Company's annual audit plan for the 2022 internal audit.</p> <p>3. All directors (including independent directors) had no objections to the establishment of the Company's risk management policy and procedures.</p>	<p>2. The filing on MOPS was completed before the end of December 2021 as required by the law.</p> <p>3. Implemented according to the motion after approval and was published on the Company's website on November 15, 2021.</p>

Note: For other important resolutions that are not from meetings of directors and supervisors or discussion matters on the annual general meeting and reporting items, or the resolutions of the annual general meeting are the same as proposals of the Board of Directors are not listed in the table above, please refer to the Company's website (URL below) for the full text of minutes of the meeting in Chinese. The motion-by-motion results by the shareholders' meeting on August 4, 2021 have been independently disclosed on the Company's website after the meeting.

Meeting of Board of Directors: <https://www.tenren.com.tw/Content/Downloads/List.aspx?SiteID=10&MmmID=654061447337447054>

Shareholders' meeting: <https://www.tenren.com.tw/Content/Downloads/List.aspx?SiteID=10&MmmID=654061447274246236>