

Ten Ren Tea Co., Ltd. Notice for 2024 Annual General Meeting

1. The 2024 Annual General Meeting of the Company will be convened at 9:30 a.m., June 13, 2024 (Thursday) at No. 422, Zhonghua Rd., Zhunan Township, Miaoli County (Ten Ren Tea Garden MingFeng Hall). Registration for shareholders starts at 9:00 a.m. at the same venue as the annual general meeting. Main contents of the meeting: (I) Report items: 1. 2023 Business Report and 2024 Summary of Business Plan. 2. Audit Committee's Review Report on the 2023 financial statements. 3. Report on the execution of the 2023 external endorsements/guarantees. 4. Report on the 2023 remuneration distribution to employees and directors. 5. The Company's 2023 earnings distribution and cash dividend report. (II) Acknowledgments: The 2023 financial statements are submitted for ratification. (III) Questions and Motions.
2. The proposed dividend distribution: Total cash dividends of NT\$81,532,753, representing NT\$0.9 per share.
3. Forms of notice of attendance and the letter of proxy are separately attached. If a shareholder decides to attend the meeting personally, please sign or seal on the "Notice of Attendance" and bring it to the shareholders' meeting for attendance. **If a shareholder entrusts a proxy to attend the meeting, please sign or seal on the letter of proxy, fill in the name and address information of that proxy in person**, and send it to the Company's stock transfer agent, Agent For Stock Affairs Section of Yuanta Securities Co., Ltd. (B1, No. 210, Sec. 3, Chengde Rd., Datong Dist., Taipei City 103432) at least five (5) days before the meeting so as to further send the attendance card to the proxy.
4. The proxies shall be checked and verified by Agent For Stock Affairs Section of Yuanta Securities Co., Ltd.
5. The Company will compile all solicitation information from shareholder solicitation letters of attorney in the general meeting and disclose to the Securities & Futures Institute (SFI) on May 13, 2024. Shareholders can directly type in the enquiry criteria into the "Free Proxy Enquiry System" at <https://free.sfi.org.tw> to make an enquiry.
6. The main contents of the shareholders' meeting, if any, are listed in the meeting notice, except for the matters stipulated in Article 172 of the Company Act. Please visit the Market Observation Post System (<https://mops.twse.com.tw>) - "Basic Information/eBook/Annual Report and Shareholders' Meeting Related Information (including Depository Receipt Information)/Reference Materials for Shareholders' Meeting Motions (or Handbook and Supplementary Information)."
7. Shareholders are eligible to exercise voting rights electronically in the general meeting from May 14 to June 10, 2024. Please log into the "electronic voting platform" webpage of TDCC to vote according to relevant instructions. "Website: <https://stockservices.tdcc.com.tw>"
8. No souvenirs will be provided for this annual general meeting.

The Board of Directors, Ten Ren Tea Co., Ltd.