

Ten Ren Tea Co., Ltd.
Notice to regular meeting of shareholders 2022

1. **The company has scheduled to convene its regular meeting of shareholders 2022 at No. 422, Zhonghua Rd., Zhunan Township, Miaoli County (Ten Ren Tea Garden Mingfeng Hall) (The shareholders meeting admission time will start at 09:00 a.m. at the meeting venue) at 9:30 a.m., June 14, 2022 (Tuesday). The following is a summary of the meeting agenda:** (1) Reports: ① 2021 business report and 2022 business plan outline report. ② Supervisors' Review Report on the 2021 financial statements. ③ Report on the execution of the 2021 external endorsements/guarantees. ④ Report on the distribution of 2021 remuneration to employees and directors/supervisors. ⑤ Report on the amendments to the Sustainable Development Best Practice Principles. (2) Acknowledgments: ① The 2021 financial statements are submitted for ratification. ② The 2021 Statement of Surplus Distribution is submitted for ratification. (3) Discussions: ① The proposal for payout of cash from capital surplus is submitted for discussion. ② Partial amendment to the Articles of Incorporation is submitted for discussion. ③ Partial amendment to the Rules of Election of Directors and Supervisors is submitted for discussion. ④ Partial amendment to the Regulations Governing the Acquisition and Disposal of Assets is submitted for discussion. ⑤ Partial amendment to the Regulations Governing Making of Endorsements/Guarantees is submitted for discussion. ⑥ Partial amendment to the Rules of Procedure for Shareholders' Meetings is submitted for discussion. (4) Election: Election of the Company's directors. (5) Other Motions: Removal of the non-compete clause for the Company's directors. (6) Questions and Motions.

2. Dividends:

(1) Cash dividend: NT\$62,508,444, NT\$0.69/share.

(2) Payout of cash from capital surplus NT\$9,965,114, NT\$ 0.11/share.

3. In this regular meeting of shareholders, there is nine seat of director to be elected (including three independent director)

4. List of candidates for the directors :

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| <ol style="list-style-type: none">1. Lee, Kuo-Lin, representative of Ten Fu Investment Co., Ltd.2. Tsai, Song-Tsung, representative of Ten Fu Investment Co., Ltd.3. Lee, Chien-Te, representative of Ten Fu Investment Co., Ltd.4. Wang, Lien-Yuan, representative of Unify Grander Investment Co., Ltd.5. Tseng, Ming-Sung6. Lin, Jen-Chung |
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List of candidates for the independent directors:

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| <ol style="list-style-type: none">1. Teng, Syh-Tang2. Ferng, Ren-Ho3. Edwin C. Shieh |
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For information about the candidates such as education and work experience, please

visit the announcements on the Market Observation Post System (<https://mops.twse.com.tw>)

5. It is proposed to terminate the restrictions on the new directors under non-compete obligation pursuant to Article 209 of the Company Act (Please refer to the Shareholders' Meeting Manual for the concurrent positions held by the directors)
6. Please find enclosed herewith Attendance Card and Power of Attorney for Proxy. For those who wish to attend the present Shareholders Meeting in person, please sign/affix seal on the "Attendance Card" and submit it to the Shareholders Meeting. For those who wish to arrange a proxy to participate in the Shareholders Meeting, please sign/seal on the Proxy Attendance Card and **write down in person the name and address of the proxy attendee**, and mail/deliver to the company's share administration agent, i.e., Agent For Stock Affairs Section of Yuanta Securities Co., Ltd. (B1F., No.210, Section 3, Chengde Rd., Datong Dist., Taipei City 103432) at least five (5) days before the date scheduled for the meeting. An Attendance Card will then be issued for the proxy.
7. **The proxies shall be checked and verified by Agent For Stock Affairs Section of Yuanta Securities Co., Ltd.**
8. **For any shareholders who openly acquire Proxy Attendance Cards, the Company will consolidate the acquires' information and disclose them on the Securities & Futures Institute website on May 13, 2022. For an investor to inquire, please enter the address: <http://free.sfi.org.tw>, "Proxy Form Acquisition Related Inquiry System", click "Enter the Information of Public Announcement for Proxy Forms here" and input the terms of inquiry.**
9. **When items specified in Article 172 of the Company Act contain in the main content of this general meeting of shareholders, apart from listing them in the notice to meeting, please visit the Market Observation Post System (<http://mops.twse.com.tw>) and select "e-Book/Annual Report & Meeting of Shareholders (with DR info)/Meeting Proposal References" for details.**
10. **The shareholders may have their votes casted in an electronic form for the current shareholders' meeting from May 15 – June 11, 2022. Please log in the "Shareholders e-voting" shareholders' meeting voting platform of Taiwan Depository & Clearing Corporation in accordance with the related operating instruction. (<https://www.stockvote.com.tw>)**
11. **If the venue of the regular meeting of shareholders is changed due to COVID-19, the information will be posted on the Market Observation Post System as important news.**

Best regards

Attn.: All shareholders

The Board of Directors of Ten Ren Tea Co., Ltd. [Affixed with the official seal of Ten Ren Tea Co., Ltd.]