

# Method of Patent Management

Doc. Name	Method of Patent Management
Date	The 3rd amendment was made on November 12, 2020
<p>Operating Procedures and Key Controls</p> <p>1. Purpose: These Procedures are formed to encourage critical thinking, research, and innovation of our employees. The results can be used to apply for domestic and foreign patents in the name of the Group and the Company, so as to increase the Group's intellectual property rights and product competitiveness while ensuring their rights to research and to innovate.</p> <p>2. Scope: These Procedures cover primarily the patents of new technologies, new products, and new manufacturing processes of the products of BizLink Group. These Procedures consists of three parts: patent applications, reward methods, and patent management.</p> <p>3. Responsible unit:</p> <p>3.1 The legal department under the general management department is responsible for patent management. Other plant personnel are designated as patent managers.</p> <p>3.2 Main duties of the Legal Department:</p> <p>3.2.1 Formulate patent management regulations, coordinate patent management, supervise and review the patent application, and management of patent managers and related departments;</p> <p>3.2.2 Review and arrange for the Patent Committee to review patent applications, supervise the award application, and organize and establish the patent file management system;</p> <p>3.2.3 Handle disputes, litigation, and other matters related to patents;</p> <p>3.2.4 Sign or review contracts and agreements related to patents;</p> <p>3.2.5 Organize publicity and study of legal knowledge related to patent rights and exchange experience.</p> <p>3.3 Main duties of the patent manager:</p> <p>3.3.1 Arrange the Patent Committee to review patent applications and to establish the patent file management system according to the patent application form;</p> <p>3.3.2 Arrange patent engineers to fill in patent applications, act as a contact person between inventors and engineers or external firms, and to review case progress;</p> <p>3.3.3 Patent protection and annual fee payment;</p> <p>3.3.4 Other matters assigned by the Legal Department.</p> <p>4. Patent application procedures:</p> <p>4.1 Applicants are required to fill in the Patent Application Form (Annex 1), and submit it to the Legal Department after being signed by the witness and supervisor or appoint the patent managers to obtain approval from the Patent Committee, where committee members will</p>	

review how likely the patent application will be successful.

4.2 The Patent Committee shall decide whether to file an application, the type of patent, and the country of application.

4.3 After the Patent Committee decides to file a patent application, the applicant should fill in and upload the patent application form into Portal, and record the progress of subsequent patent applications and the procedures of patent protection in the Portal system.

4.4 The patent manager shall appoint a patent firm to file applications to the patent authorities from different countries. The applicant shall provide relevant information and opinions to facilitate the application.

4.5 Those who fail to obtain approval and intend to file an application on their own should report to and obtain approval from the Patent Committee before proceeding at their expense and in the name of the Company. After the case is approved, applicants can receive related application expenses from the Company

5. The Patent Committee:

5.1 The Legal Department or patent managers are responsible for convening meetings and subsequent management.

5.2 Ex-officio members of the Patent Committee: each BU's R&D Department head, Business Department head (not related to BU), and Legal Department head. The General Manager may appoint suitable persons to serve as Patent Committee members depending on their needs and the situation. The minimum number of committee members shall be seven (7) and maximum number of committee members shall not exceed nine (9).

6. Obligation of the applicants:

6.1 Applicants can be a single inventor or a team. A team can consist of a maximum of 3 people.

6.2 The applicant shall provide assistance in the patent application form, including meetings with the drafting engineer, provision of personal identification, review and comments, replies, and work logs.

6.3 Inventors should ensure that their inventions do not involve intellectual property infringement or stolen business secrets.

7. Patent application fees:

Application fees, certificate fees, patent annual fees of the first installment, firm handling fees, and other patent fees payable in accordance with the law shall be fully borne by the Company.

8. Confidentiality measures:

8.1 Inventors and personnel involved in research and development shall keep research records of their inventions for verification purposes and shall bear confidentiality obligations.

8.2 Committee members responsible for reviewing patent applications and business personnel shall bear confidentiality obligations and sign a confidentiality agreement for patent cases.

9. Attribution of intellectual property:

All intellectual property for inventions, creations, and trade secrets of the Company's employees as well as inventions and creations that are not related to their duties but created using the Company's resources, are owned by BizLink Group.

10. Patent incentive reward:

10.1 Incentive reward for successful patent application:

After patent applications have been approved by the Patent Committee, submitted to patent authorities for different countries, and have obtained application dates and case numbers, all inventors of the case will receive a total incentive reward of NT\$15,000. The incentive reward shall be distributed to inventors according to the Application Form for Successful Patent Application Reward (Annex 2) and the decision by the inventors.

10.2 Incentive reward for obtaining patent approval certificates:

An incentive reward will be issued once the patent approval certificate is obtained for patent applications meeting the requirements listed in Article 10.1 that fall into the invention category.

10.2.1 Regions of receiving incentive reward for approval certificates:

Incentive reward receivable from different regions/countries for the first approval certificate are set out in the following table.

Region/Country	The United States/Europe	Japan	Taiwan/Korea	Mainland China/Other Asian countries	Other countries
NT\$	150,000	120,000	100,000	80,000	80,000

10.2.2 Multinational applications:

When the second approval certificate is obtained for the same invention patent, the patent reward shall be reduced to 50% according to the table in Article 10.2.1.

For example, if the first approval certificate is obtained in Japan, the reward shall be NT\$120,000; when the second certificate of the same patent is obtained in Taiwan, the reward shall be NT\$50,000, which is 50% of NT\$100,000 in the table.

10.2.3 Reward distribution:

If the patent is owned by a single inventor, the individual will receive the full reward. In the case of a team of two or more, the reward shall be distributed to inventors according to the Application Form for Approval Certificate Reward (Annex 3) and the decision by the inventors.

10.2.4 Maximum reward:

The maximum reward for multinational applications is NT\$250,000.

#### 10.2.5 Assistance reward:

If all inventors are absent and they are required to reply to inquiries during the patent application process, the inventor supervisor may designate a person to provide assistance. When the patent is approved, those who assist in the reply process will receive a reward of NT\$10,000.

10.3 The individual must be employed when the reward is issued. The above amount is converted into local currency based on the exchange rate when applying for rewards in different regions.

#### 11. Patent maintenance:

11.1 The annual patent fees for the three years prior to obtaining a patent certificate shall be borne by the Company.

11.2 From the fourth year after obtaining a patent, the "Patent Committee" will evaluate whether to continue maintenance every year.

11.3 If necessary, the Company shall pay the expenses. However, if maintenance is not necessary, the Company may cease the maintenance.

11.4 The patent certificate obtained must be archived with a case number, and managed by the patent manager.

#### 12. Obligations of the inventor:

12.1 Respect intellectual properties, and no involvement in infringement or plagiarism. If an inventor obtains a patent by illegal means, such as plagiarism, which infringes on the lawful rights and interests of others, the inventor shall bear all responsibilities.

12.2 If the inventor deliberately fails to comply with the provisions of these Regulations and the application form or damages the Company's patent, the violator shall be claimed against for administrative, civil, and criminal liabilities based on the seriousness of the circumstances. The direct supervisor of the violator shall be subject to administrative penalties and civil compensation liability based on the seriousness of the circumstances.

#### 13. In case of a patent infringement:

If a third party raises an objection or revokes a patent, the Company will deal with the infringement, while the inventor is obliged to take necessary defensive measures to ensure the Company's rights and interests. When the aforementioned patent is involved in infringement, the inventor shall take necessary measures, including appeals, administrative litigation, and judicial proceedings to ensure the legal rights of the Company and interested parties.

#### 14. Other regulations:

These Regulations are applicable to the Group. If there are any unclear matters in these

Regulations or conflicts with relevant laws and regulations, the "Patent Act" and the "Enforcement Rules of the Patent Act" shall prevail.

15. Use of application forms:

Annex I: Application Form of Patent & Improvement of Technology Efficiency

Annex II: Application Form for Successful Patent Application Reward

Annex III: Application Form for Approval Certificate Reward