

**Meeting Notice**  
**for**  
**Annual Shareholders' Meeting**

(Summary Translation)

The 2022 Annual Shareholder's Meeting (the "Meeting") of Transcend Information, Inc. (the "Company") will be convened at 9:00 a.m., Friday, June 17, 2022 at the Company Headquarters (located in 1F, No. 70, XingZhong Rd., NeiHu Dist., Taipei 114, Taiwan).

1. The agenda for the Meeting is as follows:
  - I. Report Items
    - (1) To report the business of 2021.
    - (2) Audit Committee's Review Report.
    - (3) To report 2021 employees' profit sharing bonus and directors' compensation.
    - (4) The status of endorsements and guarantees provided by the Company.
    - (5) Cash distribution from 2021 retained earnings.
    - (6) Cash distribution from capital surplus.
  - II. Proposed Items
    - (1) Adoption of 2021 Business Report and Financial Statements.
    - (2) Adoption of the proposal for distribution of 2021 earnings.
  - III. Other Business and Special Motion
2. The major items of the report for cash distribution of 2021 profits adopted at Board of Directors meeting are as follows:
  - I. Cash dividends to common shareholders: Each common shareholder will be entitled to receive a cash dividend of NT\$5.20 per share.
  - II. Cash distributions from capital surplus: Each common shareholder will be entitled to receive NT\$0.80 per share.
  - III. Total of the above is NT\$6.00 per share.
3. According to Article 172 of the Company Act, the essential contents shall be explained and posted on the MOPS: <http://mops.twse.com.tw>
4. Enclosed please find each one copy of the Notice of Attending the Regular Shareholders' Meeting and a Proxy Letter at your disposal. If you want to attend the said meeting in person, please sign or affix your seal on the said Notice of Attending the Regular Shareholders' Meeting and bring it to the meeting place on the meeting day to report your attendance; If you want to assign a proxy to attend the said meeting,

**This English version is a translation based on the original Chinese version.  
Where any discrepancy arises between the two versions, the Chinese version shall prevail.**

please fill out the attached Proxy Letter indicating the name and address of the proxy appointed by you and provide your personal signature or seal on the Proxy Letter and mail the Proxy Letter within five days prior to the calling of the shareholders' meeting to the Agency of our Stock Capitals , the Transfer Agency Department of CTBC Bank, so that the Agency can send out the Sign-in cards of Attendance to that proxy appointed by you.

5. If any situation for the case of seeking the Power of Attorney in public, which case the Company will submit to S.F.I. (Website: <http://free.sfi.org.tw>) on May 17, 2022. Please go on the website if requiring any further information.
6. Shareholders may exercise voting rights by electronic means. The period would be from May 18, 2022 to June 14, 2022. Please log in Taiwan Depository & Clearing Corporation "E-voting platform for shareholders" (<https://www.stockvote.com.tw>) and follow the instructions.

Yours faithfully,  
Board of Directors,  
Transcend Information, Inc.