

Meeting Notice
for
Annual Shareholders' Meeting
(Summary Translation)

The 2021 Annual Shareholder's Meeting (the "Meeting") of Transcend Information, Inc. (the "Company") will be convened at 9:00 a.m., Thursday, June 17, 2021 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 2020.
- (2) Audit Committee's Review Report.
- (3) To report 2020 employees' profit sharing bonus and directors' compensation.
- (4) The status of endorsements and guarantees provided by the Company.
- (5) Cash distribution from 2020 retained earnings.
- (6) Cash distribution from capital surplus.

II. Proposed Items

- (1) Adoption of 2020 Business Report and Financial Statements.
- (2) Adoption of the proposal for distribution of 2020 earnings.

III. Discussion and Election Items

- (1) To approve the amendments to "Rules and Procedures of Shareholders' Meeting".
- (2) To approve the amendments to "Procedures for Election of Director".
- (3) Election of directors.
- (4) To release the prohibition on directors from participation in competing business.

IV. Other Business and Special Motion

2. The major items of the report for cash distribution of 2020 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\$2.55 per share.
- II. Cash distributions from capital surplus: Each common shareholder will be entitled to receive NT\$0.50 per share.
- III. Total of the above is NT\$3.05 per share.

3. The information of the proposal for election of directors:
 - I. 9 directors (including 3 independent directors) shall be elected.
 - II. The nomination list of directors:
 - i) Non-independent directors: SHU CHUNG-WON, SHU CHUNG-CHENG, CHUI LI-CHU, HSU CHIA-HSIAN, CHEN PO-SHOU, WU KUAN-DE.
 - ii) Independent directors: WANG YI-HSIN, CHEN YI-LIANG, CHEN LO-MIN.
 - III. Please refer to the following website for education and experience of candidates: (<http://mops.twse.com.tw>).
4. According to Article 172 of the Company Act, the essential contents shall be explained and posted on the MOPS: <http://mops.twse.com.tw>
5. 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, 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.
6. 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, 2021. Please go on the website if requiring any further information.
7. Shareholders may exercise voting rights by electronic means. The period would be from May 18, 2021 to June 14, 2021. 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.