

Zhen Ding Technology Holding Limited

Standard Procedures for Handling Directors' Requests

Article 1

In order to establish sound corporate governance of the Company, assist directors to perform their duties and improve the effectiveness of the board of directors, this procedure is formulated for compliance.

Article 2

The company shall handle matters related to requests from directors in accordance with the provisions of these procedures, unless otherwise provided by laws or articles of association.

Article 3

The Company shall provide directors with appropriate and timely information in a form and content sufficient to enable directors to make informed decisions and to perform their duties as directors.

Article 4

The corporate governance and investor relations department designated by the company's board of directors is the corporate governance and investor relations department. The discussion unit shall draft the contents of the board of directors' meeting and provide sufficient meeting materials, which will be sent together with the convening notice. If the directors believe that the meeting materials are insufficient, they may request supplementary information from the discussion unit, which shall provide it within 5 days. If the directors believe that the proposal information is insufficient, they may postpone the review after passing a resolution of the board of directors.

Article 5

The company's unit responsible for board meetings should provide necessary assistance to directors to ensure that the board of directors follow relevant procedures, laws and rules, and to ensure good information exchange among board members and between directors and management departments.

Article 6

The company has a corporate governance officer who is responsible for handling matters requested by the directors, and based on the principle of promptly and effectively assisting the directors in performing their duties; the corporate governance

officer will handle the requests as soon as possible within 5 days after receiving the requests from the directors.

Article 7

This procedure, and any amendments hereto, shall come into in force after adoption by a resolution of the board of directors. This procedure was established on March 29, 2019.

1st Amendment on November 11, 2021. 2nd Amendment on March 16, 2022.