Guidelines for Processing Shareholder Proposals

**Article 1 (Purpose)**
These regulations establish internal standards and procedures for handling agenda items or proposals submitted by shareholders exercising their proposal rights under Article 363-2 of the Commercial Act.

**Article 2 (Requirements for Shareholder Proposals)**
① A shareholder proposal must meet the shareholding ratio requirements stipulated in Article 363-2 of the Commercial Act and related laws. It must be submitted in writing or electronically six weeks prior to the general meeting date (for annual meetings, the corresponding date of the previous year’s annual meeting).
② The shareholder must prove compliance with the shareholding ratio requirement via a Beneficial Shareholder Certificate issued by the Korea Securities Depository (KSD). Post-September 16, 2019 (after the electronic securities system implementation), proof may alternatively be provided through ownership details from an electronic registration institution.

**Article 3 (Board Reporting and Deliberation)**
① Directors may review the following and request clarification or supplementation if the proposal is unclear or lacks supporting evidence:

1. Verification of shareholding ratio compliance and supporting documentation.
2. Adherence to the statutory submission deadline.

② Upon confirming compliance with Article 2, the director must immediately report the proposal to the Board of Directors.
③ The Board must include the proposal in the meeting agenda unless rejection grounds under Article 4 apply.

**Article 4 (Grounds for Rejection)**
The Board may reject proposals for the following reasons:

1. Violation of laws or the Articles of Incorporation.
2. Re-submission of a proposal within three years of its prior rejection with less than 10% approval.
3. Matters related to personal grievances or interests of individual shareholders.
4. Proposals concerning minority shareholder rights requiring shareholding thresholds (e.g., inspection rights, special meeting requests).
5. Proposals to dismiss incumbent directors/officers of listed companies.
6. Proposals deemed unrealizable, factually false, or defamatory.

**Article 5 (General Meeting of Shareholders)**
The chairperson must grant the proposing shareholder an opportunity to explain the proposal at the meeting if requested.

**Article 6 (Responsible Department)**

1. Department: IR Team
2. Officer: Officer in charge of general shareholders' meeting

**Article 7 (Miscellaneous)**
Matters not addressed herein shall follow the Commercial Act, related laws, and resolutions of the Board or general meeting.