

Information Technology Total Services Co., Ltd.
Notice of 2024 General Shareholders' Meeting

Dear shareholders,

The 2024 general shareholders' meeting (the "Meeting") of Information Technology Total Services Co., Ltd. (the "Company") will be convened at 9 am, May 30, 2024, at the second floor of Building A, No.19-10 Sanchong Road, Nangang District, Taipei City (conference room in the Nangang Software Park).

I. The agenda for the Meeting is as follows:

1. Reports:

- (1) Business Report for 2023.
- (2) 2023 Audit Committee's Review Report.
- (3) Report on Distribution of employees' and directors' remuneration for 2023.
- (4) Report on Distribution of cash dividend from Profits in 2023.
- (5) Report on Amendments to partial articles of the Rules of Board Meetings.

2. Ratification:

- (1) Ratification of Business Report and Financial Statements for 2023.
- (2) Ratification of Proposal for the Distribution of 2023 Earnings.

3. Directors Election

- (1) Proposal for the Company's election of 13th Directors.

4. Discussion:

- (1) Proposal for Amendments to partial articles of the "Articles of Incorporation".
- (2) Proposal to release the newly-elected Directors and their corporate representatives from non-competition restrictions.

5. Extraordinary Questions and Motions

II. Distribution of profits and determination of the dividend amount for 2023 as resolved by the Board of Directors is as follows: Cash dividends: NT\$2.2 will be distributed in cash per share. The dividend distribution date was April 25, 2024.

III. In accordance with Article 172 of the Company Act, the essential contents shall be posted on the Website of Market Observation Post System (MOPS) (<http://mops.twse.com.tw>). Click on "Basic Information/Electronic Books/Annual Report and Shareholders' Meeting (including Depository Receipt)", enter the Company code and the year, and then select the relevant information on the shareholders' meeting to check the main content of said matters.

- IV. In accordance with the provisions of Article 165 of the Company Act, from April 1, 2024 to May 30, 2024, the change of the records in the shareholders' register shall be suspended. If you need to open an account (handing in your signature card), please contact the Stock-Affairs Agency Department, Taishin International Bank Co., Ltd.
- V. In case of public solicitation of proxies, a summary will be uploaded to Securities and Future Institute (<https://free.sfi.org.tw>) no later than April 29, 2024. For further information, please visit the website (Security code: 6697.) The Stock-Affairs Agency Department, Taishin International Bank Co., Ltd. will certify the tally of proxies.
- VI. The shareholders voting right could be exercised through the Internet during the period from April 30 to May 27, 2023. Please login to TDCC (Taiwan Depository & Clearing Corporation) website (<https://www.stockvote.com.tw>) to exercise voting rights
- VII. Please note and act accordingly.

Sincerely,

Board of Directors,
Information Technology
Total Services Co., Ltd.