

## **Annex 6: Approval signatures**

By providing their signature the authorized signatory declares their agreement to a transaction requiring approval.

Authorizations USB 20 and 22 may also be exercised for one's own benefit (self-approval).

Annex 6 to BenQ Mobile Guideline No. 3

<b>Type of authorization / content</b>	<b>Specification</b>
Permanent approval for taking goods with you USB 20	This USB gives authorization for issuing permanent approval for taking goods, business papers, installation material, laptops with you off company premises. The site-specific regulations (especially for the plants) are to be noted. When taking data media and business papers with you please note the requirements regarding information security and data protection. Applications for permanent pass-out slips for taking the above goods are to be applied for the Mch site from SRE R&S BC or other Contractors of BMG FM with the form "goods pass-out slip" (order channel ).
Entry to the company site outside normal working hours USB 22	This USB authorizes issuing of approval for entry to the company site outside normal working hours (as a rule on Sundays and public holidays). The site-specific regulations and legal requirements are to be noted here. N.B.: The stipulations of the working regulations (AZO) for working time on work days (Monday to Saturday), trading regulations (GewO) for Sunday and public holiday work and the prescribed application and approval procedure via the relevant human resources department are to be noted.
Permanent authorization to use a private car for business trips USB 26	This USB authorizes issuing of permanent authorization to use a private car for business trips. Permanent authorizations to use a private car for business trips are to be submitted on the relevant form and held by the relevant HR department. Individual approval will be given by manager's signature (USB 212 - 812) before the journey is taken, on the relevant form. For further information on the topic of business trips, see the Com Mobility Services Home page.
Issuing USBs USB 29	This USB authorizes issuing of internal USBs and IHK power of attorney to employees of the own disciplinary area of responsibility. It will be issued (automatically) only to USB Group 1 as well as to operations managers of the production sites as a result of their nomination and cannot be further delegated or applied for.
Discarding/scraping inventories USB 30	This USB gives authorization for approval to discard/scrap products from current assets. Only issued for specialist area in connection with business administration tasks. For scrapping goods > 150,000 the approval of the head of business administration of the Division/Specialist Division must also be obtained.
Disposals from the fixed assets USB 31	This USB gives authorization to approve discarding/scraping investment goods from the fixed assets. Only issued for specialist area in connection with business administration tasks.