



## **ACCREDITATION SYSTEM OF SUPPLIERS REGISTER OF SUPPLIERS OF GOODS AND SERVICES ENAP GROUP OF COMPANIES**

### **I. Beginning of the Accreditation Process**

The process starts when the concerned Supplier completes online the Application Form available in the WEB page of ENAP Group of Companies. Once completed, the registration process begins. The supplier shall pay to the accreditation company a fee for the process of accreditation; after which he shall complete and submit the questionnaire together with the documents requested by the accreditation company.

If the supplier complies with the stated in the process of accreditation, the Accreditation Company will issue a certificate to the supplier indicating that it has satisfactorily complied with the requirements to be included in the Register of Suppliers.

Otherwise, the accreditation company will inform the supplier the reasons of such non-compliance and request more information if needed. The supplier will have 20 labor days, counted from the date in which he has been informed, to submit the requested documents to the accreditation company in order to regularize the situation. After that and if the supplier has not complied satisfactorily with the requirements, he will be excluded from this process with no appeal. The accreditation fee will not be reimbursed.

### **II. Accreditation system for registration**

The accreditation system for domestic suppliers includes the following aspects:

- Legal
- Tax and Financial
- Technical and Work Experience
- Security and Quality Management

The accreditation system for foreign suppliers will include only the legal aspect, unless ENAP Group of Companies considers necessary to request further information.

### III. Documents Request

#### III.1 Domestic Companies:

- **Legal aspects**

<b>A. Natural Persons</b>	
1.	Authenticated copy of the Chilean identity card or tax identification number (RUT)
2.	Certificate of Antecedents (Certificado de Antecedentes)
3.	Business Start-up form (Formulario de Iniciación de Actividades) issued by the Internal Revenue Service - SII ((Servicio de Impuestos Internos - SII ( <a href="https://zeus.sii.cl/cvc/stc/stc.html">https://zeus.sii.cl/cvc/stc/stc.html</a> )))

<b>B. Legal Persons (General documents for any kind of companies)</b>	
1.	Authenticated copy of the Tax Identification Number (RUT).
2.	Notarized copy of the Articles of Incorporation of the company.
3.	Notarized copy of the Summary of the Articles of Incorporation registered in the corresponding register of commerce (Registro de Comercio del Conservador de Bienes Raíces), including all annotations to the registry up to the date of request of the information. Such copy shall be valid no more than three months from the date of its execution.
4.	Copy of the publication in the Official gazette of the Summary of the Articles of Incorporation.
5.	Certificate of good standing (certificado de vigencia), issued by the corresponding Register of Commerce valid for no more than three months from its issue.
6.	Amendments carried out to the company after its incorporation, shall include: copy of the public deed of modification, copy of the registration of the summary of modification in the Register of Commerce and copy of its publication in the Official Gazette.
7.	Powers of Attorney granted to its executives or legal representatives (or anyone that at present has authority to represent the company).
8.	In case that any of the partners of the company applying for registration is a legal person (only for closed corporations).
a)	The legal representation of the representative of such legal person shall be accredited through authenticated copy of the powers of attorney stating such representation.
b)	Shall submit copy of the public deed of incorporation of such legal person, copy of the registration of the summary in the Register of Commerce dated no more than three months from the date of issue, containing all annotations carried out up to date, copy of its publication in the Official Gazette and certificate of good standing of such company.
9.	Simple sworn statement of any association with employees of ENAP Group of Companies (according to form).

### C. Corporations

In addition to the documents indicated in the previous item, the corporations shall include:

1. Copy of the public deed of the Ordinary Shareholder's Meeting where the Board of Directors have been appointed.
2. Summary of the partners or shareholders, plus the following two levels of ownership (Malla Societaria) and the listing of directors and main executives of the company (Registro Público Indicativo).

All legal documentation must be original or authenticated copies of the original.

## ▪ Financial and Tax Aspects

### A. Natural Persons

1. Annual Income Statement of the last two fiscal years (Declaración Anual de Renta).
2. Statement of Condition (only for natural persons subject to Second Category taxes)

### B. Legal Persons (Documents common to all corporations)

1. Balance Sheet of eight columns (Tax) of the last two fiscal years, signed in every page by the legal representative and the chief accountant of the company.
2. Classified Balance Sheet corresponding to the last two fiscal years according to the established by the Superintendence of Corporations and Securities (Superintendencia de Valores y Seguros - SVS).
3. Statement of Profit and Loss of the two last fiscal years prepared according to the FECU form, as established by the Superintendence of Corporations and Securities (SVS).
4. Annual Income Tax Statement (two last years).
5. Accreditation of Borrowing Facilities available during the last two years (closed at December 31st of each year). It shall include a summary of the amounts of the borrowing facilities classified per bank, for the last two years, signed by the accountant and the responsible for the company's finances.

Dicom or Tax Liability documents will not be requested to the supplier at the moment of registration since these will be obtained by the accreditation company.

## ▪ Work Experience / Technical Aspects

### A. For all suppliers

1. Statement of work experience and works in execution, signed by the legal representative of the company (according to format).

▪ **Aspects of Security and Quality Management**

A. For all suppliers other than natural persons
1. Certificate of the Workers' Safety Association, IST, INP and ACHS with indexes associated to Risk Prevention (original copy) for the last two years.
2. Certificates of Quality, Environmental Management, Risk Prevention System, Health and Safety Management Systems (originals or authenticated copies).

The aforementioned certificates shall be submitted according to each case and to the type of company.

**III.2 Foreign Companies:**

A. Without branch or legal domicile in Chile
The foreigners, natural persons or corporations, shall submit documents equivalent to those described in the previous items, translated into Spanish or English in case they are in a language other than these two, all authenticated before Public Notary in the country of origin. In addition, they must follow the following recommendations:
a) That an Internal Counsel, independent from the foreign company, provides a Legal Opinion of recent date (not older than 90 days) regarding the organization and effective powers of attorney granted to represent and legally bind the foreign company.
b) That all documents that such Legal Opinion refers to and is based upon, be included, (i.e. Articles of Association, Certificate of Incorporation, or the listing of Authorized Signatures, etc.)
c) That in his Legal Opinion, the independent lawyer of the foreign company concludes and warrants that the company is duly organized and existing under the laws of the jurisdiction of its organization and incorporation; that the company is in good standing under such laws; that the persons identified in his report are authorized agents of the company with express authority to enter into and to sign contracts on behalf of that company and thereby, to bind the company to the obligations contained in such contracts.
d) That the Legal Opinion and the attached documents shall be legalized in a Chilean Consulate in the city and country of the company's legal domicile and be submitted to the accreditation company.

B. With branch or legal domicile in Chile:
They shall submit the same documents as those indicated for the national companies.

All legal documentation must be original or authenticated copies of the original.

#### **IV. Partial update of documents**

In order to maintain the registration effective, the registered supplier shall, in May of each year, submit to the accreditation company all financial information of the previous year. Also, each time there is a modification in the legal situation of the company (amendments, increase of capital, powers of attorney, etc.), the supplier shall submit the corresponding documentation to update the information.

In case that any other information of the company is modified after its registration in the database, the supplier must update such information by contacting the accreditation company.

The accreditation will be effective during 12 months and must be renewed before the expiration date. The accreditation company shall inform its expiration with two months notice.

#### **V. Modification of documents to consider in the accreditation**

At request of ENAP Group of Companies, the listing of the documents requested may vary, in order to adjust to new requirements or to changes in the regulation. Such changes will be communicated to the suppliers with due anticipation by the accreditation company.