

REGISTRATION PROCEDURE REGISTER OF SUPPLIERS OF GOODS AND SERVICES ENAP GROUP OF COMPANIES

I. General Scope

The Register of Suppliers of Goods and Services for ENAP Group of Companies (hereinafter the “Register”) will be open permanently, and any supplier may apply for registration.

Interested suppliers, local or foreign, may request at any time their incorporation to the Register, by accessing directly to the WEB page of ENAP Group of Companies www.enap.cl (hereinafter “WEB page”).

It will be the supplier’s responsibility before its registration to know the terms and regulations established for the incorporation to the Register available in the WEB page. Suppliers may submit their consultations or clarifications regarding a registration through the Consultations and Contacts Module available in the mentioned WEB page.

II. Types of Registration

There will be two types of registration:

- With accreditation
- Without accreditation

The accreditation process will be carried out by an entity outside ENAP Group of Companies. The cost of the accreditation will vary in relation to the character of the supplier, whether is a natural or legal person, local or foreign, and to the size of the company.

This accreditation process includes the following aspects: legal, financial, tax, technical, work experience, safety and quality management, all of which will be carried out according to the established in the “Accreditation System of Suppliers of Goods and Services”.

Generally, the following shall need accreditation:

- Local and foreign suppliers of services that subscribe contracts with ENAP Group of Companies.
- Local and foreign suppliers of goods that subscribe supply contracts with ENAP Group of Companies.

Accreditation will not be necessary for the following:

- Suppliers of minor or specific services, requested through service orders.
- Local or foreign suppliers of goods, requested directly or through purchase orders.
- Suppliers that are subject to the surveillance and regulation of authorities such as Superintendence and others of similar characteristics. For example, Financial Institutions, suppliers of public services, etc.

III. Registration of the Suppliers with Accreditation

The suppliers that must provide accreditation shall complete the registration form available at the WEB page and will be contacted by the external accreditation company. All legal, financial, tax, technical, work experience, safety and quality management documents shall be submitted to the accreditation company after the payment of an accreditation fee.

Suppliers that have been satisfactorily accredited will be incorporated to the Register, after the issue of a certificate that accredits for the relevant fields and sub-fields of expertise according to the “Accreditation System by Field and Sub-field of Expertise”.

IV. Registration of Suppliers without Accreditation

Suppliers with no need to be accredited shall complete the corresponding registration form available in the WEB page.

As an additional requirement they shall declare that they have no inability to provide goods or services, according to the established in the Regulation for Register of Suppliers of Goods and Services for ENAP Group of Companies.

The registration will be always effective, unless there is any cause of suspension or removal, or in case that the supplier does not comply with the obligation of maintaining their information updated, according to the Regulation.