



**INCORPORATION AGREEMENT / ANNUAL UPDATE**

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In Antofagasta, this agreement is made between SICEP, belonging to the Antofagasta Industrial Association, (A.I.A, for its initials in Spanish) and the goods and services supplier, hereinafter “The Company”, who requests its incorporation to SICEP without any reservation whatsoever, accepting from now on the following conditions:

## **I. GENERAL CONDITIONS**

SICEP is a qualification and information system orientated towards goods and services suppliers for mining and industrial companies in general, which consists of the evaluation and publication in a reserved way of the financial, legal, commercial, curricular, tax and labor and basic skill aspects, to qualify them according to a common standard, established by national registered companies. The company authorizes SICEP to publish on its website or other equivalent means, on its own account or behalf of third parties, the total or partial information derived from the evaluation and validation of the backgrounds provided by the company and the results obtained in the clauses that integrate this document.

The company releases SICEP and the registered companies of the platform from liability for any damages caused by the results obtained from the evaluations, waiving any legal actions of any nature that may be deduced by these facts or acts.

This agreement, its improved by electronic means and is governed by the clauses that are expressed in Law n° 19.955, of Consumer Protection and by the Commercial Code.

## **II. PARTIES OBLIGATIONS**

### **1. SICEP obligations:**

- Use the collected information only for purposes that are consistent with the general conditions.
- To keep strict confidentiality and caution of all the information of “The Company” and in turn extend it to each of its collaborators, whether internal or external, undertaking to use such information exclusively for the purposes established in this agreement.



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- Implement information security measures to prevent loss, misuse or alteration of the documentation sent by the company.
- Publish in a reliable way the information provided by the company.
- Publish in a timely and reliable way, the information captured from external sources, according to the periodicity committed. This category includes the following types of information, both for the company and its partners, (as the case may be), commercial, labor, tax, safety indicators, related companies and any other information that is subsequently defined as necessary for the evaluations made by SICEP or the future methodologies that are defined. To this end, the following are recognized as valid sources for the provision of this information: DICOM/ EQUIFAX, SII, Chamber of Commerce SIISA, Employer's Mutual Associations, as well as other sources that are subsequently deemed necessary to improve the evaluation methodologies or the quality of the information to be registered and published by SICEP.
- Provide passwords for the electronic platform only to professionals authorized by registered companies, without responsibility for SICEP of the use and/ or dissemination that they could do.

## 2. Company Obligations:

- Provide the necessary information to fulfill the objective described in "GENERAL CONDITIONS", according to the content and deadlines established for the different processes developed by SICEP.
- Provide any additional information requested by SICEP and intended to meet a system requirement.
- Provide attributions to SICEP to request directly and third party information, regarding the company. Among others, the company empowers SICEP to obtain information directly from the Internal Revenue System (SII), Employer's Mutual Associations, DICOM/ EQUIFAX, Chamber of Commerce or other organization that provides labor, commercial and tax information of the company and its partners. Such powers are understood to be granted upon acceptance of the terms and conditions established in this document.
- The company may not intervene in the design, operation or implementation of SICEP.
- The company may not limit to certain mining registered companies adhering to the access of the published information or exclude from their knowledge, not so the Industrial Users, since each supplier company has the obligation to authorize the visibility to each Industrial User (more information with the assigned executive).



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- Provide and keep updated all information that allows the timely and effective contact of both platform users and SICEP staff, such as telephones, addresses, contact e-mails, contact people, etc.
- Update annually the financial, legal and curricular information in the intended period for this and that will be informed in a timely manner. This process has an associated cost, which may vary each year. It is essential that the company also permanently update its business curriculum in the system at zero cost, since it allows it to have greater business opportunities with the Mining Companies or Large Industrial Users of SICEP (relevant aspect for the supplier's search).
- Perform every two years the basic skills reevaluation. This process has an associated cost, which may vary each year.
- Give notice to SICEP when you do not receive the welcome e-mail after your registration.

### III. SERVICES AND FEES

#### Registration Process

At the time of registration in the SICEP System, the company initiates two processes in parallel, the General Situation Background Evaluation (Legal, Financial, and Curricular), and also the Basic Skills Evaluation. The following describes each process:

#### 1. General Situation Background Evaluation (legal, financial and curricular)

The company has **25 consecutive days**, from the moment of its registration and receipt of the **Welcome to SICEP** e-mail, to send the requested documentation for said process, contained in the electronic mail. After this period, if the company has not sent all the requested documents, SICEP will assume it, as a voluntary withdrawal and proceed to **DECLINE** the registration, without the right to restitution of the payments done. If the Company sends the documentation in advance, the registration process will have a shorter result time.

Once received all the documentation by the company, SICEP has a term of 9 business days for the documents evaluation and subsequent publication of the financial, legal and curricular aspects in the System.



## **2. SICEP Basic Skills Evaluation**

The Basic Skills Evaluation, is the process in which SICEP measures seven technical aspects directly in the Company's premises, through the application of a specific evaluation, for each type of organization, which allows to categorize the registered suppliers, according to the percentage of compliance of each item of the evaluation.

Evaluation Coordination: SICEP will send to the Company a coordination e-mail with the information of the assigned evaluator to program - by mutual agreement - and within a period not exceeding 15 business days, the performance of the SICEP Basic Skills Evaluation, according to the requirements and conditions reported in the same.

If the company is located in a city other than Iquique, Antofagasta, Calama or Santiago, or outside the urban radius of these locations, it must pay the fees associated with the transfer, accommodation and food of the evaluator who will carry out the evaluation and the reevaluation of its basic skills. In addition, the company must allow the taking of some photographs of its facilities at the time of its SICEP evaluation as evidence of compliance with DS 594. SICEP will prioritize the branch located in the Antofagasta region, in the event that The Company has more than one address registered in our platform. This decision will be evaluated on a case-by-case basis.



The stages in the SICEP Basic Skills Evaluation process are described below:

<b>Stages</b>	<b>Activity</b>	<b>Deadlines</b>
<b>1. Preliminary Auditor's Report</b>	Elaboration and presentation of the Preliminary Report, according to the information collected on site by the auditor.	3 business days for sending, after the evaluation.
<b>2. SICEP Preliminary Report</b>	SICEP receives and checks the Preliminary Report, sent by the auditor and then sends it to the company.	2 business days for review and sending to the company.
<b>3. Company Observations</b>  Note: The company must present all the documentation on the day of the Evaluation. In case you do not have all the documents, you can send them at this stage of the process, but only the documents detailed in the "Activity" column of this point will be accepted.	Liability issue documents from external agencies such as: <ul style="list-style-type: none"><li>* Accident Certificate issued by the mutual association.</li><li>* Labor Compliance Certificate, Labor Inspection.</li><li>* Patents processing before SII.</li><li>* Certificates of professional titles.</li><li>* Authorization resolutions, internal regulations.</li><li>* Purchase orders, Invoices and quality certifications.</li><li>* Others organization's resolutions linked to the company's main line.</li></ul> Note: Documents (manuals, procedures, instructions, matrices, maps or records) that should have been available during the visit are not considered.	5 business days from the reception of the preliminary report by the company.
<b>4. Final Report</b>	Final report publication at <a href="http://www.sistemasicep.cl">www.sistemasicep.cl</a>	3 business days for the closure and results publications.



### 3. Annual Information Update

#### a. Financial, Legal and Curricular Background (General Situation)

The company, in order to remain in CURRENT general state, must send, once a year, the documentation that SICEP informs in a timely manner on its website or by other means. The update notification is sent at the beginning of the process to the contact e-mail, contained in the SICEP database (it is the Company's responsibility to update their information and contacts). The updating process starts on April 1<sup>st</sup> and ends on July 31<sup>st</sup> of each year.

Likewise, the company must inform SICEP whenever it makes a modification of the partnership, revocation or empowerment, sending for it, the required documentation, whose detail must be requested by e-mail to their assigned executive (legal reevaluation).

If the company does not carry out the process of updating its information within the deadlines established for it, it will remain in General Situation **INACTIVE**, blocking the issuance of SICEP Certificate. If after a year of **INACTIVE** does not carry out the following process of Annual Update, the company will be **EXPIRED** and removed from the system for the purpose of the visibility of the users of the same.

As curricular information, the experience accreditation of the Company, must be by means of invoice, purchase order or support contract to the associated item, that indicates the work done to the indicated description. It is essential that the company also permanently update its business curriculum in the system at zero cost, since it allows it to have greater business opportunities with the Mining Companies or Large Industrial Users of SICEP (relevant aspect for the supplier's search).

#### b. Basic Skills Revaluation (SICEP Evaluation Period)

The company must obligatory perform its **Basic Skills Revaluation** every 2 years or 6 months after the last evaluation, if it deems it appropriate. If this does not take place, it will remain **INACTIVE**, since SICEP will not be able to support the assigned reliability category. The Mining Companies and Large Industrial Users of SICEP carry out their searches of suppliers through the categories obtained in the Basic Skills Evaluation.



#### 4. Fees

PROCESS	AMOUNT	PERIOD
Companies Registration	10 UF + IVA	
Natural Person Registration	3 UF + IVA	
Companies Update	2,5 UF + IVA	Abril 1 <sup>st</sup> to July 31 <sup>st</sup>
Companies Update (out of time)	4,5 UF + IVA	August 31 <sup>st</sup> to March 31 <sup>st</sup>
2 Years Update (out of time)	6 UF + IVA	
Natural Person Update with BH	1,5 UF + IVA	April 1 <sup>st</sup> to July 31 <sup>st</sup>
Natural Person Update <b>with</b> BH	3,5 UF + IVA	August 1 <sup>st</sup> to March 31 <sup>st</sup>
Basic Skills Revaluation	6 UF + IVA	
Financial Revaluation	2 UF + IVA	
Legal Revaluation	2 UF + IVA	

- The fees and dates mentioned above, may vary annually and will be informed to the Company in a timely manner before initiating any process. Current rate information always available on the SICEP website: [www.sicep.cl](http://www.sicep.cl)

#### IV. DEADLINES

This agreement has a period of validity from its subscription to the next SICEP updating process, and may change in any period according to the needs of an improvement of the system.

The renewal of the contract is automatic for one year, when updating the Company background (General Situation) in the annual update process, for which the company must provide the information required by SICEP.

The terms and conditions of each process may vary and must be informed by SICEP before the beginning of each process.



## **V. CAUSES OF REGISTRATION EXCLUSION**

The exclusion of SICEP may take place in the following cases:

1. If the company, in its registration process does not provide all the requested documentation within the established term of 25 consecutive days, in which case it will be irrevocably in a state of EXPIRED and therefore out of the process. Once the company expires, SICEP will inform you of such resolution through an e-mail addressed to the contact person registered in the system (company's responsibility to update their contacts).
2. If maintains its INACTIVE condition for a period of one year from the last update process, SICEP will assume it as a voluntary withdrawal by the company to not remain belonging to the system and proceed to EXPIRE it, removing it from the system database.
3. By provide false or incomplete information.
4. By dissolution, bankruptcy or the company insolvency or, as the case may be, bankruptcy, insolvency or dead of the natural person who owns it.
5. If the company requests it to SICEP by a formal letter from the company's Legal Representative.
6. If the company cancel its registration with documents that could be protested, or by deposits or erroneous bank transfers that have not been informed in the current account of the Antofagasta Industrial Association.

SICEP will inform the company of its expired status by sending an e-mail addressed to the contact person in the database and will proceed to destroy and/or eliminate all the information that has been provided by the company, without the company being able to claim or request verification of such fact, without SICEP further liability.

For all the cases mentioned above, SICEP will not reimburse the fees payments for registration, updating and/or basic skills reevaluation.

**IMPORTANT: the reproduction, disclosure, copying, partial or total modification of this document is strictly forbidden, since it is the exclusive property and use of the SICEP suppliers registry, belonging to the Antofagasta Industrial Association, AG, RUT: 70.372.500 -7.**