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**SUBJECT:**

**Requirements to register balance sheet approvals.**

- 1.- Define the assembly date;
- 2.- Prepare the balance sheets to be approved. They must be signed by a member of the Company's Board of Directors. These balance sheets must be prepared at least 15 days before the assembly date, except when the by-laws contain a different provision. It is suggested to issue it 20 days or 1 month in advance;
- 3.- Commissary's report on each balance sheet to be approved. This report may be issued the day after the balance sheet is prepared, and must be endorsed;
- 4.- In the event that the shareholders are members of the Company's Board of Directors, they must grant power of attorney to a trusted person for the approval of the balance sheet. Please provide the name, surname and identification card number of the person designated for such purpose.