

INTERNAL PROCEDURES

Perini
Business
Park

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01. ENTERPRISE DEFINITIONS

Enterprise: Perini Business Park, hereinafter referred to as PARK.

Construction Company: Perville Engenharia e Empreendimentos Ltda.

Owners: F. P. F. Andromeda Fundo de Investimento Imobiliário and FIIB - Fundo de Investimento Imobiliário Industrial do Brasil.

Enterprise Administrator: Coinvalores CCVM Ltda.

Condominium Administration: Condomínio Perini Business Park.

Service Providers: all companies that occupy the various rooms, buildings, and sheds inside the enterprise.

Employees: all persons working in the service providers in the enterprise.

Technology Park: Ágora Tech Park, hereinafter referred to as ÁGORA.

02. AREAS - ENTERPRISE ADMINISTRATION AND MAINTENANCE

2.1 - The PARK consists of the following areas:

2.1.1 - Public use area - includes access roads to rooms, buildings, and sheds as well as parking areas along the access roads and on the sides of the buildings, in addition to squares and gardens.

2.1.2 - Exclusive and reserved use area (private areas) - the exclusive use areas include the buildings that are part of the PARK, and the reserved areas are those of exclusive use of each system provider because they are located in areas contiguous to the corresponding used shed/building. They are usually intended for loading, unloading, and maneuvering of motor vehicles, and cannot be obstructed by system providers from another building.

2.2 - Administration and maintenance of the areas:

2.2.1 - Public use area - managed by the condominium, contemplating the management of common services, such as: cleaning and conservation, safety, reception, and general maintenance; the services provided aim to ensure the operation and the use of facilities and premises for public use and common purpose of the whole enterprise.

2.2.2 - Exclusive and reserved use area (private areas) - the administration of these areas is the responsibility of the respective system provider, being also responsible for the expenses related to the maintenance of the property and renovation in the event of some damage caused in its structure.

2.2.2.1 - The Condominium Administration is responsible, however, for the cleaning and conservation of private areas with lawns or gardens as well as for the washing and conservation of the painting of the walls and balconies.

2.3 - Requests for maintenance services

2.3.1 The maintenance of the private areas must be requested to the building maintenance area of the condominium, through the software "Leankeep" available on the website www.perinibusinesspark.com.br, following the instructions of the Leankeep user manual, which will be provided by the Condominium Administration.

ALERT!

If the system provider notices the existence of any problem in the property, it should inform the Condominium Administration as soon as possible. The Condominium Administration, in turn, will have a period of 01 (one) to 03 (three) business days, depending on the urgency of the request, to provide a response to the system provider.

03. BUSINESS HOURS

The PARK operates uninterrupted during 24 (twenty-four) hours a day, 07 (seven) days a week.

04. INTERNAL SERVICES

4.1 - Internal circular bus

A circular bus makes the internal route free of charge and is available from 06:15 a.m. to 6:15 p.m. (Monday to Friday) according to the pre-defined schedules and itinerary, available on the website www.perinibusinesspark.com.br and at the bus stops inside the PARK.

4.1.1 - The Condominium Administration may, at any time, make changes to schedules and/or itineraries according to the expansion and/or needs of the enterprise.

4.2 - Weighing scale

4.2.1 - The PARK is provided with a truck scale, located in the cargo entrance, where it is possible to control the weighing of vehicles up to 100 tons.

4.2.2 - The use of the truck scale is a service charged to enable its maintenance.

4.2.3 - The system provider can receive all weighing events via email at the exact time of weighing. Just send the registration request to portaria@perinibusinesspark.com.br with full company information, CNPJ (EIN) card and indication of which emails should receive the weighing data. Up to five (5) emails can be registered.

4.3 - Outpatient clinic and pharmacy

The PARK has a SESI pharmacy and outpatient clinic. The outpatient clinic offers Occupational Medicine, Clinic and Dentistry services. Appointments can be scheduled by calling the outpatient clinic.

Check out the business hours and phone numbers:

- Outpatient clinic: from 8:00 to 12:00 and from 13:12 to 17: 30, Monday to Friday. Phone: (47) 3425-0096
- Pharmacy: from 8:30 a.m. to 2:00 p.m. and from 3:10 p.m. to 6:30 p.m. Phone: (47) 3467-5442

4.4 - Library

Available to all employees from system providers, the library contains dozens of books, comics, DVDs, and computers with internet access. The entire collection can be borrowed. The employees just need to make their registration at the library, taking responsibility for the items they borrow from it.

Check out the business hours and phone number:

- Business Hours: from 8:00 a.m. to 5:00 p.m. from Monday to Friday. Phone: (47) 3026-3132

4.5 - Integration of new employees

The Condominium Administration offers to all system providers, when requested, an integration for their employees where the main rules governing the enterprise are passed on to the participants. The integration lasts from 30 to 45 minutes. In order to schedule an integration session, a minimum number of 5 (five) participants is required. Appointments can be made by sending an email to seguranca@perinibusinesspark.com.br

4.6 - Business Tourism

The PARK offers entrepreneurs, college students and other groups who want to learn more about the enterprise the Business Tourism Program. In order to have access to other information, please contact us through the website: www.perinibusinesspark.com.br, Contact tab - Schedule a Visit form.

05. ACCESS GATES – ACCESS OF VEHICLES AND PEDESTRIANS AND COMPLIANCE WITH THE BRAZILIAN TRAFFIC CODE

5.1 - Access to the enterprise is made through gates and turnstiles, operated by the PARK's property security. Access control focuses on ensuring security around the perimeter.

5.2 - System providers and other accredited persons are identified visually and electronically.

5.2.1 - All employees hired by system providers must have a

PARK access badge to facilitate their entry and exit.

5.2.2 - The system provider must provide individual identification badges for its employees, and these badges, before initial use, must be registered and authorized by the Condominium Administration. Authorization requests shall be forwarded to the email portaria@perinibusinesspark.com.br and the following information is required: employee name, ID No., CPF (SSN) and employee badge number. Note: only after confirmation and submission of these data will the badge be authorized, in up to 48 hours.

5.2.3 - Whenever an employee no longer is associated with the company, it must communicate the Condominium Administration for canceling the access of this person. Both authorization and cancelation information shall be sent to the email portaria@perinibusinesspark.com.br.

5.2.4 - Blocking badges - park access badges that have been unused for a period of 45 days will be automatically blocked. To enable access for the badge again, please request unblocking through the email portaria@perinibusinesspark.com.br.

5.2.5 - The system provider may allow the use of badges by third parties/service providers/suppliers who perform constant work for it and shall be responsible for these professionals during their stay in the park, observing the same rule of the previous item in case of termination of the relationship with the third party.

5.3 - Sporadic visitors will be registered in the system and will receive a PARK visitor badge.

5.3.1 - The visitor who enters with a motor vehicle will receive a badge that at the exit must be deposited in the collection boxes. If the badge is not returned, the visitor may have their entrance blocked to the enterprise on their next visit.

5.3.1.1 - The loss of this badge will imply the payment of R\$ 15,00 (fifteen reais) for replacement. Staff at the access gate will formalize a document registering the loss.

5.3.2 - Every visitor on a motorcycle and their companion (when any) must identify themselves at the access gates, remove the helmet for better identification, regardless of the number of times they enter the PARK as a visitor.

5.3.3 - Every pedestrian visitor who enters the enterprise through the turnstiles

must go through the registration procedure to authorize their access. When leaving, the visitor must enter the code number of their ticket in the turnstile so that it releases their exit.

5.3.4 - Every system provider/service provider/visitor must keep the personal identification badge visible throughout the entire period of their stay in the park.

5.3.5 - To facilitate the process of access to the PARK, the system provider may schedule the arrival of their visitors. In order to do this, just comply with the procedure established in the Visit Scheduling area that is available on the website www.perinibusinesspark.com.br, using your login and password to register the visitors' information.

5.3.6 - On weekends and holidays, access will only be allowed to visitors/ service providers previously registered and authorized by Visit Scheduling (See item 5.3.5).

5.4 - The system provider that plans an event of any kind and that involves an expressive number of people, either in its own structure or in the PARK's leasable event spaces, must, in the first situation described, inform in advance a list containing the full names of the authorized internal/external guests, in order to expedite their entry into the PARK, noting that with this authorization the system provider declares that it agrees and undertakes to answer for the acts of any of its guests during their stay in the PARK. If the event takes place in one of the leasable spaces, the procedure takes place through a form forwarded by NEA - Environmental Education Center or ÁGORA SHARE, which manage these specific areas.

5.5 - The staff at the access gates will also control buses, trucks and vans belonging to system providers or not, intended for pick-up and/or delivery of people/products. These will be identified in the access system to the PARK and subsequently forwarded to the intended system provider.

5.6 - For safety reasons, cargo and ride vehicles may be searched at any time.

5.7 - Every system provider/third party/cooperative member/visitor who transits in the PARK's premises is obliged to comply with the rules provided for by the Brazilian Traffic Code, being subject to the infractions provided therein.

5.8 - The maximum allowed speed for vehicle traffic within the park is 40 km/h.

5.8.1 - The Condominium Administration may, at its sole discretion, install in the premises of the PARK, instrument or equipment that registers or indicates the measured speed, with or without image recording device of the following types:

I - Fixed: speed meter with image registration installed in defined location and on a permanent basis;

II - Static: speed meter with image registration installed on stationary vehicle or on appropriate support;

III - Mobile: speed meter installed in moving vehicle, proceeding the measurement along the access roads;

IV - Portable: speed meter directed manually to the target vehicle.

5.8.2 - The result of the speed measurement by means of the instrument (s) described above, will be used to instruct the imposition of a fine to be applied by the Condominium Administration to the offender, which will be applied at the same values provided for by the Brazilian Traffic Code, in force on the date of the violation, and will be reversed for the benefit of the PARK.

5.9 - The driver (system provider, service provider or visitor) caught at high speed, drunk, or with any other type of conduct that poses a risk to bystanders, will be notified by the Condominium Administration and it will inform the Department of Human Resources of the system provider responsible for this person.

5.9.1 - Every individual identified in the previous item, first will only be notified. In case of recurrence, the person will be warned and penalized according to the Brazilian Traffic Code. In case of recurrence for a third time, the person will be warned, fined and their motorized entry in this enterprise will be suspended for a period of thirty (30) days. Moreover, if there is recurrence for a fourth time, the Condominium Administration may definitively prohibit motorized entry from this person to the PARK.

5.10 - The movement or permanence of employees, service providers/cooperative members and visitors is the responsibility of each system provider, being restricted access to other companies that are part of the PARK.

5.10.1 - For pedestrians, it is requested that the route to be traveled to the intended system provider, shall be made using the sidewalks along the roads or the internal circular bus.

5.10.2 - Please be aware that the permanence of strangers in places where they do not have permission, may be questioned by the Property Security staff of the PARK.

5.11 - It is expressly prohibited the entry or exit of any person (system provider or not) other than by the access gates of the enterprise.

5.11.1.1 - The individual who is caught in a suspicious attitude or in violation of item 5.10 may be referred to the nearest Police Station for questioning.

06. PARKING

6.1 - There are common parking areas along the access roads and next to the buildings and their use is only allowed in the demarcated areas.

6.2 - Vehicles that do not park in the demarcated areas may be warned and fined. For cargo vehicles, trucks and the like, the park has exclusively demarcated areas to serve them.

6.3 - In the existence of parking within the private area of each system provider, these vacancies are of restricted use of the corresponding company.

6.4 - The PARK is not responsible for any damage or accident of vehicles inside the enterprise.

6.5 - If there is an accident involving vehicles, the Property Security of the PARK shall be contacted to record the occurrence, this being only an internal document of the Condominium Administration. Contact should be made by calling (47) 3028-8606 or (47) 99995-8093. Those involved in the occurrence must call the Police (190) for the occurrence to have legal effect.

6.6 - Trucks/Vans and other vehicles that are waiting for authorization to load or unload, inside the PARK, must position themselves in the places marked for parking of these vehicles.

6.7 - If there is a need for a vehicle (truck, car and/or motorcycle) to stay overnight in the PARK, the system provider must request this authorization from the Condominium Administration through the e-mails portaria@perinibusinesspark.com.br or security@perinibusinesspark.com.br, with the following information: driver name, model, color and license plate of the vehicle; identification of the cargo; need for overnight stay and number of days that this vehicle intends to be parked in the PARK.

6.7.1 - Trucks that do not have this authorization, may be approached in night rounds by Property Security. In addition, the system provider may be warned and fined for the offense, as it is responsible for the company that transports its products.

6.8 - Specifically for companies located in Buildings 1 to 8, the parking spots that are located in front of each system provider are exclusive of these providers.

6.9 - Next to the entire Complex II, more specifically on Via Cagliari, exclusive areas for truck/van/vehicle parking are demarcated.

07 ■ PUBLIC, COMMON AND LEISURE AREAS

7.1 - Everyone must:

7.1.1 - Respect people, without disturbing others with loud sounds or swear words.

7.1.2 - Remain properly dressed, being prohibited to remain shirtless in common places, except when there is a sporting event in a private area, as long as it does not make others feel uncomfortable.

7.1.3 - Keep the areas clean, properly using the bins available in the used environment.

7.2 - The detonation of fireworks inside the PARK is prohibited. If this occurs, the offender will be liable civilly and criminally for the consequences.

08 ■ SECURITY IN EXCLUSIVE AREAS

8.1 - System providers will be responsible for security in their private areas.

8.2 - Each system provider is responsible for the property security of its exclusive areas (internal area), as well as commitment to the property security of the PARK (outdoor area of the company), so they shall check the proper closing of doors and windows of buildings and vehicles parked in the PARK.

8.2.1 - If some vulnerability is found in the system provider, such as open doors and doors, the Condominium Administration may allocate an extra security guard to take care of this specific situation, and the cost of the security guard is passed on to this system provider.

09. PROPERTY SECURITY

9.1 - The Condominium Administration is responsible for the management of access control services and the security of areas intended for the collective use of the PARK.

9.2 - For all purposes of law, the security service shall:

9.2.1 - Direct, guide, control and coordinate access control activities to the PARK as well as the Security Center activities;

9.2.2 - Control the entrance/exit of vehicles in the areas and external courtyards of the PARK's system providers, with effective and permanent security measures;

9.2.3 - Comply and enforce all the items of these Internal Procedures, monitoring and controlling the entire external area of the condominium perimeter, as well as any suspicious internal activity to companies, intervening if necessary and respecting the limits of condominium liability;

9.2.4 - Collaborate with the tasks of fire prevention by continuous inspection through patrols, including informing the non-conformities verified in the firefighting equipment so that it is always in perfect condition;

9.2.5 - Contact relevant authorities (Police, Civil Defense, and others), in order to ensure external support when the circumstance so requires.

9.3 - The permanence of the private security personnel of the system providers will only be allowed inside their respective private areas, not being allowed in the common areas of the park, except when special circumstances so require.

9.4 - If there is a need for armed personal protection for employees, directors or representatives of any system providers, the Security Area of the Condominium Administration must be communicated at least twenty-four (24) hours in advance by sending an email to seguranca@perinibusinesspark.com.br, with the information of the person who will perform the service and who they will be protecting. They shall have their firearm license properly updated, as well as the registration of the weapon used.

9.5 - Special attention is requested for maintaining the registration information updated. That is, if there is a change in the information registered, it should be updated with the Condominium Administration as soon as possible.

10. ELECTRONIC MONITORING

10.1 - The PARK is monitored 24 (twenty-four) hours a day, with the help of dozens of cameras distributed throughout the enterprise. This monitoring is present mainly at the access gates, as well as in common areas and vulnerable places.

10.2 - Only people from the Condominium Administration and the Property Security teams of the enterprise can have access to the CCTV (closed circuit TV).

10.3 - The use of the recorded images is the property of the PARK, and they are stored for 15 (fifteen) days. The images are not transferred to anyone without a judicial order; however, they can be viewed with the person responsible for security to analyze any suspicious situation. This request must occur by sending an email to seguranca@perinibusinesspark.com.br three (03) days in advance to allow time to collect the images.

10.4 - System providers are responsible for providing electrical energy to power the cameras and the lighting of the reflectors.

11. PHOTOS AND VIDEOS

11.1 - Any and all photos or filming to be carried out in the PARK areas, that have as objective the creation of advertising or corporate material, either from system providers or third parties, must be requested in advance to the condominium administration, forty-eight (48) hours in advance, for proper authorization, via form, sending an email to contato@perinibusinesspark.com.br.

11.2 - Any and all photos / filming not in conformity with item 11.1 will be immediately questioned by the PARK's Property Security team, and the condominium representative can retain the equipment in order to delete the images registered without proper authorization.

12. BANKS AND FINANCIAL INSTITUTIONS

12.1 - The area occupied by financial or banking institutions shall be monitored by 24-hour camera system.

12.2 - The entry of people who are not system providers and want to access the financial institutions present in the enterprise may occur only on weekdays, from 8:00 a.m. to 6:00 p.m. On weekends and holidays access is prohibited.

13. ENVIRONMENTAL LICENSES

13.1 - Environmental Licensing/Waiver - In order to meet the requirements from the relevant environmental agencies (municipal, state, or federal), according to the framework of the activity and size of the enterprise, every system provider must obtain and maintain the following licenses*:

- LAP (Prior Environmental License);
- LAI (Installation Environmental License);
- LAO (Operating Environmental License).

* Or equivalent authorizations, in accordance with current legislation.

13.2 - These documents are mandatory for the operation of an enterprise (construction, installation of equipment and operation) and they must be provided by the system provider, independently and concurrently to the property lease agreement with the PARK. This is necessary for compliance with federal, state, and municipal legal requirements, as below:

13.2.1 - The system provider must deliver a copy of the environmental license application protocol to the Condominium Administration before the start of its activities in the leased property. The request in the environmental agency must be in accordance with the size of the company and activity to be developed in the property in question, attesting to the delivery of all related documentation for the progress of the licensing process according to normative instructions and current environmental legislation.

13.2.2 - It is established, therefore, that the system provider must provide for the address of the leased unit all the necessary environmental licenses (LAP/LAI/LAO) or license waiver document (referring to activities that do not require environmental licensing, such as DANC – Declaration of Non-Constant Activity) or letter informing the status of the environmental licensing process issued by the relevant environmental agency and send valid copy to the Condominium Administration.

13.2.2.1 - The system provider that does not provide a copy of such licenses in the maximum period of 6 (six) months after the onset of its activities shall be subject to penalties provided for in these Procedures, as well as may respond to sanctions by the relevant environmental agencies in the event of irregularities (such as start of installation or operation without an environmental license).

13.2.3 - The system provider must keep the valid license (or equivalent document) in place of easy identification and reading, inside its unit, for the purpose of verification by the Condominium Administration and inspections by environmental agencies responsible for control.

13.2.4 - In the event of expansion, change of building/module and/or change of activity of the system provider, the relevant environmental agency must be informed via formal document containing the necessary information (and complementary documentation, according to existing regulations) to change and update the environmental license/waiver and related authorizations already issued or in the process of analysis/issuance. A copy of all documentation must be sent to the Condominium Administration.

13.2.5 - In case of decommissioning of the system provider (completion/breach of contract and leaving the property, change of building/module, among others) with activities potentially polluting and presenting environmental risks, subject to environmental licensing according to the list of activities published in current resolution of the State Environmental Board (CONSEMA) of Santa Catarina state, for termination of the lease agreement the legal representative of the company must present to the Condominium Administration official request with the licensing environmental agency (Santa Catarina Environmental Institute - IMA) and copy of the Closure Plan for its activities, contemplating the environmental studies conducted. This is a necessary document to assess the environmental quality of the areas that will be decommissioned or vacated and must be presented to IMA in compliance with the specific provisions of the licensing environmental agency, ninety (90) days prior to its closure (CONSEMA Resolution No. 98/2017, art. 35, and subsequent provisions).

13.2.5.1 - This Closure Plan must be carried out by a qualified technical professional hired by the system provider, who will present an inspection technical opinion (report) containing a Technical Responsibility Term (ART) for Preliminary Evaluation, attesting the conformity of the environmental quality of the occupied property, without contamination of the place or its surroundings as a result of its activities, according to the specific provisions of the licensing environmental agency on the Plan of Closure of Licensable Activities or Enterprises. If evidence of contamination is observed, the system provider must continue the studies in the area with potential contamination (Confirmatory Investigation, Detailed Investigation, Risk Assessment, among other subsequent steps contained in the IMA provisions) and must present to the licensing environmental agency for consent and issuance of the Closing Term, as well as report on the progress

of the process and presentation of a copy of the documents to the Condominium Administration.

13.2.5.2. If requested by the Condominium Administration, the system provider shall also allow joint inspection regarding the closure, by group containing associates of the system provider, employees of the company that owns the property and the Condominium Administration (environmental management) for site evaluation. If necessary, an action plan and deadlines should be defined for improvements, as well as the presentation of supporting documentation, attesting to the effectiveness of corrective actions performed.

13.2.6 - During the process of obtaining licenses/waiver, the lessee must periodically inform the Condominium Administration about the progress, as well as send a copy of the official request for the licensing process in the relevant environmental agency to the email ambiental@perinibusinesspark.com.br. This document is bound by the commitment to deliver the copy of the license or waiver as soon as it is issued.

13.2.7 - The system provider that is not in compliance with the laws and regulations applicable to environmental licensing, is liable to suffer civil and administrative sanctions, derived from conduct and activities harmful to the environment (Federal Law No. 9,605/1998 – Environmental Crimes Law), among other penalties.

13.2.8 - The system provider responsible for any and all emissions and/or waste harmful to the environment released into air, soil or water will be immediately notified after confirmation of the offense by the Condominium Administration. It must respond to the irregularities detected and must promptly resolve the damage caused, being liable to punishment by the Condominium Administration related to the damage caused, as well as by the relevant environmental agencies according to the severity of the damage and with current environmental rules/legislations.

14.

ENVIRONMENT ENVIRONMENTAL MANAGEMENT

14.1 - Environmental monitoring

The PARK carries out monitoring visits to the system providers on demand, ensuring that they are following the environmental legislation in force by learning more about the activities conducted by the lessees and the controls implemented. The action also seeks to guide on best environmental management practices in favor of the sustainability of productive organizations installed in this multisectoral business park.

14.1.1 - Regarding the environmental monitoring visit format, it begins with a conversation to apply a checklist with the employee responsible for the system provider about aspects related to the environment, such as:

- Environmental license and legal compliance;
- Sanitary effluents;
- Industrial effluents;
- Solid waste;
- Atmospheric emissions;
- Noise;
- Chemicals, fuels, and lubricating oils;
- Among other items.

14.1.2 - Afterwards, a visit is made to the shed of the system provider to observe on site the issues reported, and the Condominium Administration requests authorization for photographic registration only of environmental aspects, which do not affect the industrial secrecy of the system provider.

14.1.3 - Every system provider must authorize an inspection requested by the Condominium Administration, provide information regarding environmental aspects and controls of its process and present copies of documents that authorize its operation, among other relevant information requested. These procedures are necessary for environmental monitoring

of the multisectoral complex in question, and the system provider that does not collaborate shall be subject to the penalties provided for in these Procedures.

14.1.4 - It is important to highlight that compliance with legal and normative environmental requirements pertinent to the activity practiced by the system provider generates legal certainty to the organization, in addition to contributing to the maintenance of environmental compliance of the PARK, as well as favors the entry and permanence of the company in question in the competitive market.

14.1.5 - During environmental monitoring if potential risks are identified in the system provider and in its activities caused by absence or inefficiency of appropriate practices and controls for environmental compliance security of the company, as well as non-compliance and/or disregard to the internal procedures and current legislation, the Condominium Administration of the PARK may notify the system provider and carry out the application of penalties provided for in these Internal Procedures, in addition to – in the case of willful intent or recurrence – inform the relevant environmental agency about such environmentally inappropriate practices.

14.2 - Accidents Environmental Emergencies

Any unexpected and unwanted event that may cause, directly or indirectly, damage to the environment and public health due to the release of any harmful or dangerous substance (emissions, waste, effluents, among others), must be informed to the Condominium Administration by email ambiental@perinibusinesspark.com.br or phone (47) 3305-2300, so that monitoring is carried out and complementary actions are taken (if necessary), as well as informing the environmental agency, when pertinent. The system provider must present an emergency action plan related to the incident/accident to the Condominium Administration, duly prepared by qualified professional and accompanied by Technical Responsibility Term (ART).

14.2.1 - It is important that every system provider that presents environmental risk in its activity, keeps in its facilities environmental emergency kits (including materials/equipment compatible with the inputs/products/waste used in each sector of the company), providing adequate structure for the teams involved to minimize potential accidents and prevent them from worsening.

14.2.2 - Every system provider or service provider must immediately inform any occurrence of environmental accident to the PARK security inspectors, during all work shifts.

14.3 - Fabio Perini Environmental Education Center (NEA)

The PARK offers to the community and system providers a pleasant environment combining nature and progress through the preservation and educational work performed by NEA, which has a multidisciplinary team and develops several activities in favor of the environment, including:

14.3.1 - Ecological Trails / Environmental Tourism - the PARK has in its structure interpretative ecological trails specially created for environmental education, where two path options are offered - *Gato-do-mato Trail* (340m) and *Bacupari Trail* (920m) - surrounded by a total area of more than 34,000 m² of native forest that includes several species of flora and fauna.

14.3.1.1 - The visitation program is open to anyone interested in the community, especially students and employees of the PARK's system providers.

14.3.1.2 - Visits to the NEA ecological trails is limited due to the biodiversity of species vulnerable to extinction and the support capacity of the local ecosystem for conservation, and visitors are allowed to enter based on prior appointment by email and supervision by a trained tour guide.

14.3.1.3 - In environmental tourism, more focused on college students and companies, in addition to visits to the trails and support structures of NEA, visits can also be made to the Wastewater Treatment Plant, as well as a tour of the PARK can be provided with an environmental focus, covering environmental management as a whole.

14.3.1.4 - It is expressly forbidden the entry of visitors on the trails without the knowledge and authorization of the Condominium Administration and NEA team, being subject to questioning by the PARK inspectors and security guards, as well as notification and fine.

14.3.2 - NEA Auditorium - for better service to visitors during the visit to the trails, nursery and/or other services pertinent to the environmental area, there is an auditorium for lectures and educational training where the works developed in environmental management are discussed and information is provided related to best environmental practices.

14.3.2.1 - Companies that are interested in the environmental training provided by the NEA team can send an email to nea@perinibusinesspark.com.br for more information and scheduling, and these activities will be carried out upon availability, considering the other activities developed on site.

14.3.3 - Plant nursery - NEA provides in its structure a nursery of native plants, which are used for the reconstituting Permanent Preservation Areas (PPA). For the use of space and development of activities, please schedule with the NEA team.

14.3.4 -Conservation Program for Red Howlers of Perini Business Park Condominium (PCBR) - due to the presence of the red howler monkey species in the Atlantic Forest areas of the PARK and surrounding areas, as an integral part of NEA, we implemented the Conservation Program for Red Howlers, initially through a technical-scientific cooperation contract with FURB (management, research and training) and currently carried out by the environmental management team. The objective of PCBR is to increase the knowledge and protection of populations of red howler monkeys (*Alouatta clamitans*) in the north Santa Catarina region through environmental monitoring actions, education for conservation and forest recovery, since the species is vulnerable to extinction in Brazil.

14.3.5 - Occurrences with animals at system providers - if any wild or domestic animals appear in your company, you should contact the environmental area team of the PARK by phone (47) 3305-2300, so that the appropriate procedures to be followed are informed, according to current rules. It should be noted that animals that do not pose risks to people and that occasionally will return to their natural habitat do not need human intervention.

14.3.5.1 - It is important to note that the PARK does not have authorization for the collection of found animals (injured, abandoned, among others) and a suitable place for receiving them. The necessary procedure in these cases is the responsibility of the competent authorities.

14.3.5.2 - Due to the fact that the PARK is an industrial/business environment, the management, as well as the maintenance and feeding of any animal that may be found is prohibited.

15. WASTE COLLECTION DISPOSAL OF COMMON, RECYCLED, AND INDUSTRIAL WASTE

15.1 - As the PARK consists of a multisectoral condominium (service, commerce, and industry) and as all the system providers of this PARK contribute with the annual payment of the municipal garbage fee, it is inserted in the waste collection program of the municipality of Joinville and the service performed by the municipal waste management company.

15.1.1 - For garbage collection to occur, it is necessary that all system providers respect the typology of the material and limit the collection of 120 liters of daily waste produced per company, as provided in municipal laws.

15.1.2 - The selective collection currently carried out by the PARK serves small waste generators, given the volume limitation existing in legislation (120 liters daily), and includes only the collection of common waste (organic and non-recycled items without contaminants), as well as recyclable waste (See item 15.6).

15.1.3 - The removal of common waste is done every Monday, Wednesday, and Friday in the morning and only on these days the waste can be placed outside the system provider (if they do not have garbage collectors). As the internal collection is carried out every two days, 240 liters per day of collection are considered, and the waste bags should be: gray or black for common waste and blue or red for recyclable items.

15.1.4 - Upon formal request via email by the system provider, the Condominium Administration carries out the transfer of declarations of waste disposal (general quantity), as well as relevant environmental licenses - in accordance with current legislation – provided by the waste collection companies that are contemplated in the program in question.

15.1.5 - The Condominium Administration performs periodic sampling and monitoring in all system providers to comply with the rules and laws in force in the internal selective collection.

15.2 - The system provider that has a larger garbage production, must rent Garbage Container (s) to deposit the common, recyclable, and industrial waste that may generate, and the management and costs thereof are the responsibility of the system provider.

15.3 - The system provider must keep the waste in sealed plastic bags that should be deposited in the garbage containers (where available) allocated in the pre-defined locations and authorized by the Condominium Administration.

15.3.1 - The garbage containers must be kept organized, being expressly prohibited to exceed their capacity and maximum height, being liable to penalties and fines.

15.3.2 - Every garbage container must be kept closed, especially those destined to common waste (organic and non-recyclable without contaminants), avoiding attraction of vectors (rats, flies, cockroaches, among others) and bad smell.

15.4 - The system provider that does not have an adequate waste collection area in an external area and has some abnormal situation (even if sporadic) of greater waste production to be arranged in the external courtyard, must notify the Condominium Administration in advance, as well as keep the waste organized and carry out the correct destination of the waste within a maximum period of 5 (five) days. If the system provider does not respect this period, it will be liable to notification and fine.

15.5 - As for industrial waste, the Condominium Administration does not collect it, and it is the responsibility of each system provider to provide the proper transportation and destination with duly licensed companies, keeping in their possession the transportation and destination documents, allowing the PARK, at any time, to inspect these documents.

15.6 - Recyclable waste will be collected on the same days mentioned in item 15.1.3, limiting to 2m³ per system provider, with some observations:

RECYCLABLE WASTE THAT IS PART OF THE SELECTIVE COLLECTION PROGRAM:

- Cardboard - every cardboard box must be disassembled and free of contaminants;*
- Paper;
- Plastic - except larger sizes, such as plastic drums with contaminants and plastic pallets;
- Metal - only beverage cans;
- Styrofoam - should be clean and packed in blue or red garbage bags.

WASTE THAT **IS NOT** PART OF THE SELECTIVE COLLECTION PROGRAM**:

- Wood;
- Electronic waste;
- Metal;
- Glass;
- Lamps;
- Contaminated solids;
- Construction waste - concrete, ceramics etc.;
- Among other items.

15.7 - The waste generated in construction work and/or renovation in sheds and commercial rooms, which are outside the scope of waste collected by the PARK, are the responsibility of the system provider (management and costs involved in the proper disposal).

15.7.1 - The system provider that hires an outsourced company for the provision of services (construction work/renovation) must guide them regarding the separation and collection of waste generated, as well as compliance with the guidelines of these Internal Procedures, providing them with the proper structure and being responsible for their activity. In case of non-compliance with this item, the system provider will be liable to notification and fine.

15.8 - Abnormal and accidental situations in the system provider related to solid waste should be immediately informed to the Condominium Administration for the appropriate measures. Likewise, these critical cases must be dealt with appropriately by the system provider and others involved, and the company is liable to notification and fine in case of non-compliance.

*contaminants = oil, grease, solvents, paints, among other chemicals that make it impossible to recycle the waste.

**Despite not collecting the materials listed above, the Condominium Administration guides the system providers as to their proper destination.

16. WATER, SANITARY EFFLUENTS (SEWAGE) AND INDUSTRIAL EFFLUENTS

16.1 - Water consumption is billed directly to the PARK and the costs are passed monthly to each system provider, according to its consumption, from the monthly reading made by the Condominium Administration in their individual meters.

16.1.1 - It should be noted that the minimum fee charged monthly is 10 m³ (except for areas called "offices", and these will pay the water fee based on the apportionment of the building). The amount due for water consumption will be added to the condominium fee bill, along with the m³ consumed.

16.2 - Sanitary sewage from commercial rooms and buildings is conducted to the Wastewater Treatment Plant (WTP), which works 24 hours (twenty-four hours) per day, whose management is the responsibility of the Condominium Administration.

16.2.1 - The Condominium Administration, upon formal request via email by the system provider, sends the monitoring analysis of the WTP, as well as relevant environmental licenses, in accordance with current legislation.

16.2.2 - Any and all intervention and/or connection in the sewage collection network of the WTP must be formally authorized by the Condominium Administration, in accordance with the internal rules, standards and legislation in force.

16.3 - It is expressly forbidden to direct process and/or industrial effluents, such as those from the production process, water cooling tower, washing of floors, machinery and equipment, oil purging from compressors, among others, with chemical characteristics incompatible with the system of the sanitary wastewater treatment plant of the PARK.

16.3.1 - Process and/or industrial effluents are the responsibility of the system provider that generates these effluents, and it may direct these effluents for suitable external treatment

in licensed companies, as well as implement specific treatment systems duly licensed by the relevant environmental agency for the characteristics of the effluents generated, in accordance with the internal rules, standards and relevant legislation, presenting a copy of a supporting document to the Condominium Administration.

16.3.2 – Releasing effluents to the treated process and/or industrial effluent drainage system will only be allowed upon presentation of a letter of authorization from the relevant environmental agency, obeying the environmental controls to be implemented, specific analysis in a laboratory accredited by INMETRO (as provided for specific regulation) and prior notice for the consent of the Condominium Administration. The system provider must keep this documentation in its possession, allowing the PARK, at any time, to inspect the records.

16.3.3 - There must be an inspection box or passage for environmental monitoring before the release of effluents.

16.3.4 - The Condominium Administration can request at any time from the system provider an analysis of process/industrial effluents, which prove the efficiency of the treatment systems used by it. The goal is monitoring effluents intended for drainage or water body, according to prior authorization by the relevant environmental agency.

16.4 - The identification of infringement regarding the destination of process and/or industrial effluents to the PARK's WTP (which has an environmental license to receive and treat only sanitary effluents), as well as to the drainage system, water body and/ or soil in disagreement with the internal rules, standards, and environmental legislation in force, may entail notification and fine for the system provider.

16.5 - The WTP is charged separately from the condominium fee and is calculated by the number of employees registered in the access system, so it is the responsibility of the system provider to keep its records updated until the 20th of each month.

17. USE OF FIRE HYDRANTS AND FIRE FIGHTING EQUIPMENT

17.1 - Fire hydrants and special fire equipment consist of water-supplied pipes arranged in strategic points of the enterprise to prevent and combat fire incidents.

17.1.1 - The internal and external mechanisms referred to in item 17.1 are available exclusively for use in case of emergency and it is the full responsibility of the system provider to instruct its employees/service providers to prohibit their use in a non-emergency situation.

17.1.2 - The need to use these mechanisms in any non-emergency situation must be previously authorized by the Condominium Administration via specific form (see Annex 1) which must be completed with minimum 48 (forty-eight) hours' notice and sent to the email: seguranca@perinibusinesspark.com.br

17.1.3 - The authorization referred to in item 17.1.2 does not exempt the requesting system provider from compensating the Condominium Administration for the amount related to the estimated consumption of water in non-emergency use. This refund may be added to the amount of the condominium fee for the month following use.

17.2 - When duly authorized the use of the fire hydrant in a non-emergency situation, the equipment to be coupled (hoses, spurts) are the responsibility of the system provider, and the hoses that are available in the shelters located next to the fire hydrant cannot be used, as they are exclusive for prevention and firefighting.

17.3 - It is the responsibility of the Condominium Administration to place seals in all hydrants and special fire equipment (external) of the enterprise, as well as control and verification of their inviolability, and in the event of an emergency, they can be easily broken.

17.3.1 - It is the responsibility of the Condominium Administration to inform the system providers about the inspection of the inviolability of internal seals, and the inspection must be accompanied by the security technician of the system provider or authorized person.

17.4 - With the purpose of combating water waste and ensuring efficiency in the fight against incidents, the non-observance of these items characterizes an act of non-compliance with the current laws of safety in firefighting and demonstrates the disregard of the system provider and its employees with respect to the necessary and fundamental actions to human survival.

17.5 -For the purpose of applying this item, it is considered an infraction liable to punishment the breach of the seal of the hydrant for non-emergency use without prior authorization by the Condominium Administration, proven or not the use of drinking water.

17.6 - Failure to comply with the above provisions will subject violators to a fine, plus the amount corresponding to the difference between the actual consumption of system providers and the expenses paid by the Condominium Administration to the water distribution company in the period.

18. EMERGENCY MANAGEMENT BOARD - CONDEM

18.1 - The Emergency Management Board (CONDEM) is a non-profit board which is guided by bylaws and current legislation.

18.1.2 - Its function is to create and maintain trained staff to act in the prevention and action in cases of incidents in the PARK, in addition to suggesting investments to improve condominium security.

18.1.3 - It is responsible for the preparation of the Condominium Emergency Plan, which should be supplemented with the individual Emergency Plan of each system provider.

18.2 - For the efficiency of CONDEM and effectiveness of the works proposed by it, the system provider shall be committed to participate in the events related to this board, indicating, and making available, at least, one participant as representative of the company.

18.3 - In compliance with what the Condominium Emergency Plan provided by CONDEM provides, each system provider must keep its information updated.

18.4 - For more information about CONDEM, please contact the Condominium Administration by sending an email to seguranca@perinibusinesspark.com.br

19. PROPERTY INSURANCE

19.1 - All buildings in the PARK, as well as the common areas have insurance against fire or other incident that causes destruction in whole or in part and the premium is calculated based on the ordinary expenses of the park.

19.2 - Every system provider benefits from the property insurance contracted by the enterprise, taking responsibility for payment of the deductible involving the claim in question.

19.3 - In the event of any incident caused by climate adversities, the system provider will be responsible for the repair, and it may make use of the property insurance for such repair. The Condominium Administration must be informed to contact the insurance through the email seguranca@perinibusinesspark.com.br.

19.3.1 - The Condominium Administration is not responsible for any internal damage caused by an event of climatic adversity.

19.4 - It is up to each system provider to contract internal insurance to keep its assets protected from such events and others that may occur.

20. VISUAL COMMUNICATION

20.1 - The installation of advertising inside the PARK must be previously requested to the Condominium Administration and must follow the standard adopted by the enterprise.

20.2 - Every system provider shall have the obligation to use visual identification within 60 (sixty) days after entering the PARK. Identification through stickers or papers attached to doors or walls will not be allowed. Identifications should follow the following standardized sizes:

20.2.1 - In buildings denominated by letters (except Building L, example: A, B, C...): the standard sign size is 5.00 m X 2.50 m.

20.2.2 - In buildings denominated by numbers (example: 1, 2, 3...): the standard size of the sign is 4.00 m X 2.00 m.

20.2.3 - The minimum identification accepted for the buildings mentioned above will be a 50 cm X 20 cm plate that must be fixed on the right side of the entrance door and at 1.70 m from the bottom base of the door in question.

20.2.4 - The L Building has a front facade with prefabricated panels combined with 10mm tinted tempered glass, being allowed: application of rectangular sticker, respecting the delimited area according to the specifications described below. The art / creation / layout is up to the system provider and the allowed applications are as follows:

- i. The sticker should be common with external application (i.e., on the tinted glass, from the outside);
- ii. For the application, the masonry part (concrete) must be respected and on it, leave a 0.50 cm gap to begin the application of the sticker;

iii. The rectangular sticker must have the height of 1m and the extension must respect the width of the room, except the door, which will have specific application. On the door, it is only allowed application of a banner of 15cm high and 0.80 cm wide. You can apply the logo of your company on this banner. We suggest that the banner color should follow the layout of the rectangular sticker, guaranteeing the balance of the art and the uniformity of each identity, not making the door stand out;

iv. The tinted glass gap that remains above the rectangular sticker should remain free, maintaining the characteristics of the building;

v. All layouts must be forwarded to the email contato@perinibusinesspark.com.br for validation with the Marketing area and Condominium Administration Management. The return with the approval/rejection and considerations will take place within 48h after receiving the art.

20.3 - For the other areas not mentioned, the Condominium Administration should be consulted.

20.4 - Ágora Tech Park has its own specifications for visual communication.

20.5 - We request that the identification plates installed on the buildings should be always in good conditions of conservation and visualization (we advise to prevent them from being too faded).

20.6 - The visual identity projects will be developed by the system provider and must be approved by the Condominium Administration.

20.7 - Along the internal roads of the PARK there are signs indicating the location of each building and/or system provider, with the specific purpose of providing directions.

20.8 - Permission to use the various advertising possibilities in the public and communal areas of the PARK shall be governed by a formal and specific contract for this purpose. To have access to all forms of advertising that exist in the enterprise, send an email to contato@perinibusinesspark.com.br .

20.9 - Any advertising demonstration inside the PARK, which is not duly authorized by the Condominium Administration, is prohibited.

21. ■ TELECOMMUNICATIONS SERVICES

21.1 - The installation of antennas, when necessary, must be previously requested to the Condominium Administration by e-mail: manutencao@perinibusinesspark.com.br .

21.2 - The contracting of telematics services (telephony, internet, voice, video, and other electronic data transmissions) inside the PARK is independent and each system provider hires directly from the telecommunications service providers active in the market.

21.3 - If there are technical problems with this service provision, the contact should be made directly with the suppliers contracted by the system providers, as the contracts are signed directly with the carriers.

21.4 - Request the listing of suppliers that provide services in the PARK by email contato@perinibusinesspark.com.br.

22. ■ ANTENNA INSTALLATIONS

22.1 - Equipment that changes the aesthetics of buildings will not be allowed.

22.1.1 - The Condominium Administration may request the removal of any equipment that has been installed without authorization and that undermines the standard of the constructive design of the PARK.

22.1.2 - In case of damage to the building structure, resulting from this installation, the system provider is responsible for fixing the area where the damage was caused.

23 ■ MOVING / NEW PROJECTS AND RENOVATION

23.1 - Any moving by a system provider must be scheduled at least forty-eight (48) hours in advance, via written request, informing date and time sending an email to seguranca@perinibusinesspark.com.br .

23.2 - The system provider that chooses to develop some specific project for its leased unit, shall send detailed project information to the Condominium Administration that will carry out, together with the construction company, the technical feasibility analysis, returning any comments on the project within 7 (seven) business days.

23.3 - There must be a technical contact responsible for the preparation of the project and the execution of the services, as well as the respective Technical Responsibility Term – ART.

23.4 - Works with noise that exceeds the allowed decibels, and that may cause disturbance and inconvenience to neighboring companies, may occur only after business hours and on weekends (Monday to Friday from 6:00 p.m. to 06:00 a.m.; Saturdays and Sundays upon authorization of the Condominium Administration). No work will be allowed without authorization from the Condominium Administration, if this item is not respected the company involved will be penalized.

23.4.1 - It will be up to the Condominium Administration to approve or not the execution of the services, as well as to request further clarifications or other projects necessary for their execution.

23.4.2 - The Condominium Administration, through its technical department, will have the autonomy to interrupt the services in case of non-compliance with current legislation, or that may expose the PARK and the people in its premises to physical, property, or environmental risks.

23.5 - As for the execution of construction works in private areas, the system provider that requested the execution of the work is fully responsible for the removal of all and any debris, as well as cleaning the waste that may spread in common areas.

23.5.1 - If the system provider needs to store materials/equipment, among other items, in outdoor patio areas leased or of common use (regardless of quantity), it must request authorization from the Condominium Administration, informing the places it intends to use and the typology of what will be stored temporarily, as well as the estimated period of use in case of consent. It should also always observe the necessary controls for such storage, and the system provider may receive notification and fine in case of non-compliance.

23.6 - Any construction work or modification performed in the building that causes inconvenience justified to other system providers or implies the absence of safety for those directly or indirectly involved, will be prevented from proceeding with the work, through simple communication from the Condominium Administration.

23.7 - Upon completion of the services, a copy "as-built" must be delivered for filing by the Condominium Administration

23.8 - The system provider that has the need to build containment basins, storage areas for materials, products and/ or chemical/hazardous/flammable waste, among others, should observe the following necessary precautions:

23.8.1 - Present Technical Responsibility Term (ART) for the project and execution, in accordance with the current technical standards, ensuring the minimum volume and tightness of the containment/system as a whole and including the waterproofing service (floor, drains, ditches and walls up to a certain height, due to block fittings / potential gaps);

23.8.2 - Present statement/report of the manufacturer/supplier of the waterproofing product on the period required for maintenance/reapplication, as well as present maintenance plan for the risk areas;

23.8.3 - Verify the need for physical containment barriers (such as between waste, chemicals, and inflammables), according to the study of incompatibility of materials (especially flammable ones), separating containment pits (risk of explosion with potential mixing).

23.9 - The Condominium Administration, after receiving all the required documentation, will conduct evaluation with multidisciplinary team on possible construction authorization, and the start of construction works is strictly prohibited without the consent of the PARK, liable to penalty and fine.

23.10 - Any external and/or internal construction work/renovation in buildings that need adjustments and/or connection in the PARK's wastewater treatment plant sewage system should be formally communicated to the Condominium Administration, with presentation of a project prepared by a professional qualified with ART, for evaluation and possible authorization to the system provider.

24. LIABILITY TO THIRD PARTIES

24.1 - The contracting and supervision of service provision by third parties is the responsibility of the contracting system provider, as well as the infringements committed by them.

24.2 - Any external service performed in any building or common area of the enterprise, must be previously communicated and authorized by the Condominium Administration, through Annex 2 - part 1 of these Procedures.

24.2.1 - Failure to observe this item characterizes a serious infraction and the system provider will be fined.

24.2.2 - The contracted third-party company must be aware of this condition, and

it may be prohibited from providing services inside this enterprise in the event of non-compliance with this item.

24.3 - For the contracting of third parties by system providers, the items listed in these Procedures must be observed.

24.3.1 - Prohibit the work of persons under the age of 18 in risky activities;

24.3.2 - Use equipment (machines, tools, etc.) appropriate to the activity that will be performed as well as guide employees as to their correct use;

24.3.3 - Wear appropriate work clothes: uniform, overalls, lab coat etc.;

24.3.4 - Ensure that there is a life insurance to cover potential accidents for these third parties of at least R\$ 25,000.00 (twenty-five thousand reais) per person;

24.3.5 - Ensure access to the PARK's restaurants in clean and hygienic conditions;

24.3.6 - Request the submission of environmental licenses and other relevant authorizations;

24.3.7 - Ensure that third parties are performing their activities in accordance with the PARK rules, standards, and environmental legislation in force, carrying out proper segregation/disposal/treatment of waste, effluents and emissions generated, with follow-ups and provision of structure for these activities.

24.4 - If non-conformities are observed according to the provisions in the item 24.3, the contracting system provider is liable to notification and fine by the Condominium Administration.

24.5 - Every activity performed on the roofs of the sheds requires prior communication for authorization, at least 48 hours in advance.

25. ELECTRIC POWER

25.1 - Each system provider will have an individual electric power connection and will receive the billing directly from the distribution company (CELESC).

It is the responsibility of the system provider to request turning the power on/off.

25.2 - If there are technical problems in the energy supply, CELESC shall be contacted directly (0800 480196) since the contract of this service provision occurs directly between the system provider and the electric power supplier.

25.3 - Any and all services to be performed at any substation, requires prior communication for authorization, sending an email to seguranca@perinibusinesspark.com, at least 48 hours in advance. In cases of need for turning off the electric power, the procedure requires authorization from CELESC.

26. PROPERTY TAX AND GARBAGE FEE

All buildings of the enterprise are charged for property tax and garbage fee. Both charges are paid by the owners of the PARK and then passed on to each system provider with the same opportunities for discounts and installments as if they had the bills in hand for payment. This bill is forwarded to each system provider by the same company that manages the enterprise: Coinvalores C.C.V.M Ltda.

27 . CALCULATION FORMULA FOR THE CONDOMINIUM FEE

27.1 - Common expenses are considered as those to be apportioned by all system providers, all those included in the budget to be approved annually at The Ordinary General Meeting, such as the salaries of employees, social security contributions, expenses with electric power, water and gas related to common areas, sewage, service and material for disinfection, fumigation, cleaning of common areas, maintenance, removal or replacement of parts for equipment/machinery used by the condominium, water lifting and suction pumps, external fire prevention equipment, equipment of the wastewater treatment plant, in addition to taxes, fees, insurance premiums and contributions of any nature that are charged to the enterprise, the compensation of the property manager and the Condominium Administration and the expenses for the conservation of the common areas.

27.2 - Each of the system providers contributes to the common expenses according to the proportion of occupied square meters, in relation to the total built area.

27.3 - The amount of the contribution is calculated by the Condominium Administration based on the annual budget approved by the General Meeting, which establishes the minimum unit rate for the next applicable period. The period following the establishment of the rate shall not be less than six (6) months.

27.4 - The Perini Business Park Condominium fee calculation formula is as follows:

$$A / B = C$$

$$C \times D = E$$

$$C \times (25\%) = F$$

$$C \times (140\%) = G$$

Whereas:

A = total amount of ordinary expenses budgeted for the period plus extra expenses

B = area with permit for completion of works according to PMJ

C = amount to be paid per m2 built by companies

D = exclusive area occupied by each company

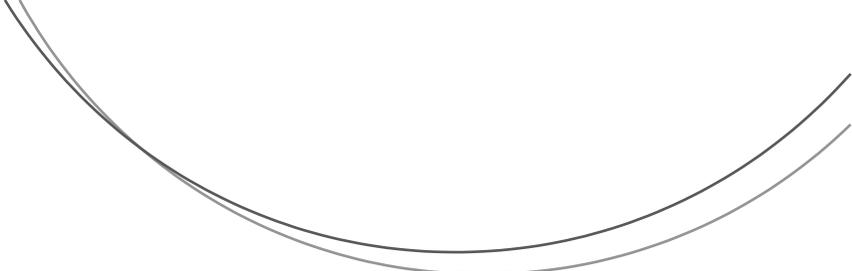
E = amount to be paid by companies

F = amount to be paid per m2 of patio by companies

G = amount to be paid by companies occupying service buildings

Important remarks:

- The percentage of 25% (twenty-five percent) of item C is fixed as the amount of the condominium fee of the leased patio areas;
- The percentage of 140% (one hundred and forty percent) of item C is fixed as the amount of the condominium fee for the "Service Village";
- There is a minimum condominium fee amount applied to leased units
- The updated amounts are made available via minutes, after the condominium meeting or by request via email financeiro@perinibusinesspark.com.br



28. PAYMENT OF CONDOMINIUM FEE

28.1 - The condominium fee bill is due every 5th (fifth) of each month and is sent electronically until the 27th (twenty-seventh) of the month preceding its expiration. If the person responsible does not receive the bill, you can request it via email financeiro@perinibusinesspark.com.br

28.2 - Late payment fee of the condominium fee will imply the collection of penalty equivalent to 2%, plus interest of 1% per month.

28.3 - The system provider that does not make the payment for the condominium fee will receive communication on the 10th (tenth) of each month, informing that if there is no payment of the debt until the 15th (fifteenth) of the current month, the debt in question will be treated directly with the park administrator, represented by Coinvalores C.C.V.M. Ltda. and no longer with the Condominium Administration.

28.4 - After the 15th (fifteenth), if the system provider insists on making the payment to the Condominium Administration, this payment conflict will generate a fine of 15% (fifteen percent) on the amount paid, included in the condominium fee of the following month.

29. COMMUNICATION SENT BY THE CONDOMINIUM ADMINISTRATION

29.1 - The Condominium Administration uses email as one of its primary communication channels. That is why it is very important that each system providers keeps all email addresses up to date, so that no information forwarded by the Condominium Administration goes unnoticed or is centered on a single person. The more people can receive the information and pass it on, the better informed the system providers will be.

29.2 - Request the addition of a new email address or update through the email contato@perinibusinesspark.com.br

30. MAIL AND RECEIPT OF OTHER MATERIALS

30.1 - No type of mail will be accepted by the PARK access gates without it being properly dispatched by The Post Office. They will be delivered internally by The Post Office or by a company designated by the Condominium Administration.

30.2 - Any and all mail must contain the full address (name of the system provider, building and module) and will be delivered within 24 hours after the date and time of receipt, on business days. The lack of any of the above data will result in the return of mail to The Post Office.

30.3 - Newspapers, magazines, or any other type of communication/media that the system provider receives at its address must be delivered directly to the system providers that have their subscriptions by the delivery professional of each communication/media provider.

31 ■ WARNINGS, PENALTIES AND FINES

31.1 - Periodic rounds are carried out in the PARK by employees of the Condominium Administration in order to assess compliance with the guidelines contained in these Internal Procedures, standards, and current legislation, as well as offer more safety to the PARK's customers.

31.2 - A warning, penalty or pecuniary fine may be applied by the Condominium Administration to the system provider that fails to comply with any of the provisions of these Procedures, fixed at up to ten (10) times the amount of the condominium fee, which will be charged double in case of recurrence.

31.2.1 - Every system provider or third-party is liable to external sanctions, in accordance with the rules and legislation in force, by the competent agencies and inspectors.

31.3 - Any infringement committed by an employee, third party or visitor related to the aforementioned warnings, will be grounds for a penalty or fine that will be applied to the system provider responsible for the entry of this person in the enterprise. It is the responsibility of the system provider to apply the appropriate procedures to the person responsible for the infringement.

31.4 - Infringements not specifically described in these Procedures, after administrative proceeding that proves them, are liable to warning, penalty and/or pecuniary fine by the Condominium Administration in the same provisions as in item 31.2.

32. MISCELLANEOUS

32.1 - Cases not described in these Internal Procedures will be evaluated and decided by the Condominium Administration and, whenever necessary, via announcement, new rules and procedures may be edited to regulate the operation of the enterprise, complementing the rules contained in these Procedures.

32.2 - Any complaints or claims by the system providers must be directed to the Condominium Administration, in person or by e-mail sindico@perinibusinesspark.com.br

32.3 - Other regimental norms determined by the Condominium Administration, for all intents and purposes of law, even if not transcribed herein, shall be respected and complied by all.

32.4 - These Internal Procedures shall be in force since their publication and may be amended whenever necessary.

33 ■ CONTACT INFORMATION

Condominium Administration and related areas

Administration: (47) 3305-2300

Outpatient Clinic: (47) 3425-0096

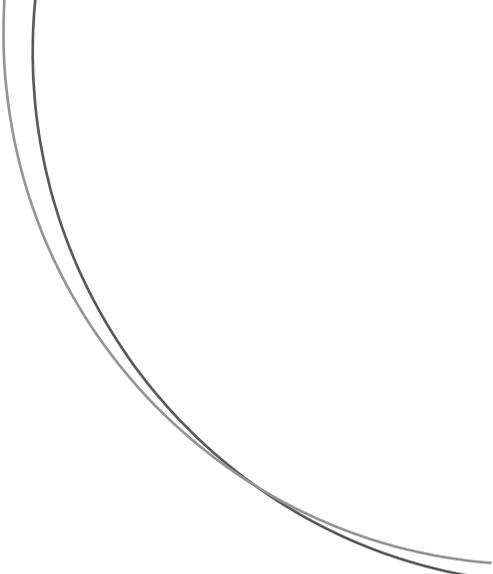
Security: (47) 9 9995-8093

34 ■ ANNEXES

If there is a need to use
any form of the annexes, please request by e-mail
contato@perinibusinesspark.com.br

Revision 5

Joinville, 02/01/2021



ANNEXES

Annex 1

Request for non-emergency use of water for fire fighting

DADOS DA SOLICITAÇÃO	
Data da solicitação: _____	
Empresa: _____	Departamento: _____
Nome do Solicitante: _____	
Declaro que li e estou ciente do item 17 do Regulamento Interno: _____	
Assinatura	
Data para o rompimento do lacre e utilização da água: _____	
Para que a água de combate a incêndio será utilizada? _____	

INFORMAÇÕES COMPLEMENTARES	
Medidas que serão tomadas para evitar o uso da água de combate a incêndio no futuro, pelo motivo acima solicitado? _____	
Tempo aproximado em que a água será necessária (minutos): _____	
A que horas começará o uso da água: _____	
Quantas mangueiras serão utilizadas? _____	
Diâmetro das mangueiras? _____	
Considerações: _____	

AUTORIZAÇÃO DA ADMINISTRADORA CONDOMINIAL	
Autorização para o USO NÃO EMERGENCIAL da água para o combate a incêndio: _____ () Sim () Não	
Observações: _____	

Data da autorização: _____/_____/_____	
Autorizado por: _____	

O cálculo de cobrança será realizado com base no tempo estimado e a vazão das mangueiras de combate a incêndio, submetido à pressão do reservatório elevado principal-RTI. Amostras realizadas em campo, confirmaram os valores abaixo, os quais serão aplicados:

Mangueira com diâmetro de 1.1/2"670l/min;

Mangueira com diâmetro de 2"1100l/min;

Mangueira com diâmetro de 2.1/2"1800l/min.

A empresa sistemista fica ciente que as informações preenchidas neste documento, servirão como referência para o cálculo do valor a ser cobrado.

Ao término da utilização **NÃO EMERGENCIAL** da água para combate a incêndio, deve-se ligar imediatamente para a Administradora Condominial (3028-8606) para a reposição imediata do novo lacre.

⇒ **NÃO SERÁ PERMITIDO O USO DA ÁGUA DE COMBATE A INCÊNDIO PARA USO NÃO EMERGENCIAL SE EXISTIREM AS SEGUINTESS CONDIÇÕES:**

- 1) Situação de emergência no empreendimento no momento autorizado (comunicado pela portaria);
- 2) Qualquer outra pessoa ou departamento usando a água de combate a incêndio.

Annex 2

RQ 028 - information about Service Providers

	Information about Service Providers	RQ 028	Rev: 00
		Review approved on: 07/25/2018	

Description of the Requesting Area

Name of the person responsible for hiring:

Service provider company information

Corporate Name:				
CNPJ (EIN):			Tel:	
Name of the person in charge:				
Employees who will provide the service				
Name	Position	CPF (SSN)	Mark X Contractor	Mark X Subcontractor

Description of activities

Describe the activities that will be performed:	
Location where the work will be performed:	
Work start date:	
Length of Service X Permanence:	
() hours:	() weeks:
() days:	() months:
Will there be special work? () Yes () No	
If so, indicate which:	<input type="checkbox"/> operation of forklift equipment; lifting transport of cargo with force driving such crane; platforms;... as: <input type="checkbox"/> hot work / welding <input type="checkbox"/> works in electricity <input type="checkbox"/> work at height <input type="checkbox"/> work related to construction: excavations; demolitions; masonry; structures in general <input type="checkbox"/> work in confined space

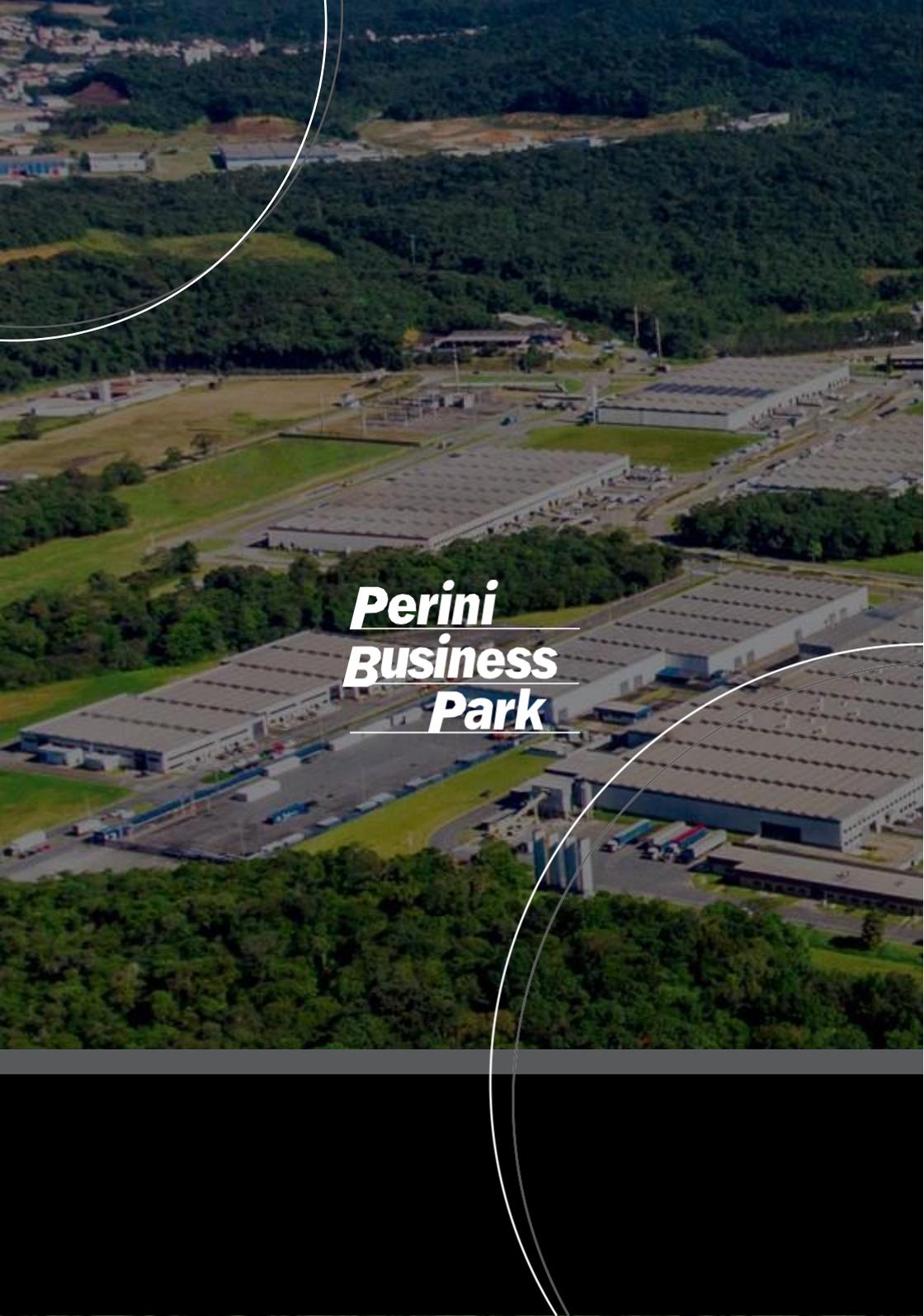
Annex 2

RQ 028 - information about Service Providers

	Informações sobre Prestadores de Serviço	RQ 028	Rev: 00
		Revisão aprovada em: 25/07/2018	

Tipo	Classificação dos Prestadores de Serviço	Documentos
Empregados e Subcontratados	Atividades rotineiras e Atividades especiais	Cópia da Ficha de Registro de empregado / CTPS (Página foto, qualificação e página de registro) Atestado de Saúde Ocupacional – ASO
	Atividades especiais	Cópia de Ficha de EP's com os respectivos CA's – Certificados de Autorização (assinada) / Ordem de serviço Verificar requisitos de capacitação e documentações complementares para trabalhos especiais (ver tabela abaixo)

Tipo de Habilitação	Requisitos de Capacitação e Documentações Complementares para Trabalhos Especiais	Validade da Habilitação	Equipamentos e máquinas utilizadas para realização do serviço
Eletricidade	Treinamento Conforme - NR 10, atualizado. Certificado de conclusão de treinamento válido, conforme NR 10; Saúde: ASO Apto para trabalhos com Eletricidade, conforme PCMSO.	2 anos	
Eletricidade SEP – Sistema Elétrico de Potência	Treinamento Complementar - Conforme NR 10, atualizado. Certificado de conclusão de treinamento válido, conforme NR 10; Saúde: ASO Apto para trabalhos com Eletricidade, conforme PCMSO.	2 anos	
Espaço confinado	Treinamento Conforme NR 33, atualizado. Certificado de conclusão de treinamento válido, conforme NR 33; Saúde: ASO Apto para trabalhos em espaço confinado, conforme PCMSO.	1 ano	
Altura	Treinamento Conforme NR 35, atualizado. Certificado de conclusão de treinamento válido, conforme NR 35; Saúde: ASO Apto para trabalhos em altura, conforme PCMSO.	2 anos	
Equipamentos de transporte	Treinamento Conforme NR 11, atualizado. Certificado de conclusão de treinamento válido, conforme NR 11; CNH válida. Saúde: Aso Apto, conforme PCMSO	1 ano	
Operação de máquinas e equipamentos	Treinamento Conforme NR 12, atualizado. Certificado de conclusão de treinamento válido, conforme NR12; Saúde: Aso Apto, conforme PCMSO	1 ano	

An aerial photograph of the Perini Business Park. The park features several large, rectangular industrial buildings with grey roofs, arranged in a grid-like pattern. The buildings are surrounded by green lawns and parking areas. In the background, there are dense green forests and rolling hills. The sky is clear and blue. The text "Perini Business Park" is overlaid in the center of the image in a white, bold, sans-serif font, with horizontal lines above and below the words "Business" and "Park".

**Perini
Business
Park**