



## **SALMONES CAMANCHACA S.A. Information file procedure**

### **1. Introduction**

In order to have a mechanism to keep adequately documented, the foundations, elements and other information of the society that have been in view or are being considered to adopt the various agreements of the Board of Directors, the Board of Salmenes Camanchaca S.A. (the "Company") has agreed to establish the following information file procedure.

### **2. Procedure**

2.1 The Secretary of the Board of Directors will be in charge of filing all the information that is sent to the Directors or that they have had in view or are considering in order to adopt an agreement.

2.2 For these purposes, the Directors, executives and other employees of the Company and third parties, will deliver to the Secretary of the Board of Directors a copy of any document, material, report, presentation or antecedent that is delivered to the Directors prior or during the development of a meeting of the Board, whether ordinary or extraordinary (the "Information").

2.3 In the event that a copy of the aforementioned Information is not delivered to him, the Secretary will be obliged to request it. If he is denied delivery of the Information, he will give a written account to the Chairman of the Board of Directors of the company, who will ensure that the Secretary receives the information requested by him. A copy of the aforementioned letter will be filed together with the Information of the respective meeting.

2.4 Once the respective meeting of the Board of Directors has concluded, the Secretary must form a physical or digital file (the "File") with all the information, indicating the date of the respective meeting and whether is an ordinary or extraordinary meeting.

2.5 The custody of the file will be the responsibility of the Secretary, who must take the necessary steps to safeguard the adequate integrity and confidentiality of the Information.

2.6 The Directors will have access at all times to the information contained in the File.

2.7 After the term of 10 years counted from the respective Board session, the Information may be eliminated, and a record must be drawn up, which will be signed by the Secretary and the Chairman of the Board, in which the information deleted will be detailed.



2.8 This same procedure will be applied with respect to the Information presented in the Directors Committee of the Company or in any other Committee of Directors that the company determines to have.

2.9 The present procedure will come into force once it is approved by the Board.