

## 1. Purpose

Establish general guidelines for the management, validation, and reimbursement of business travel.

## 2. Scope

The current policy applies to all business units and all Grupo Bimbo associates.

The specific procedures in business units can be more restrictive, but not more lenient than the current policy, i.e. they can never approve something that is restricted in this global policy. However and based on the **GGB-002 Global Policy on the Grupo Bimbo Regulatory Framework**, meal supplements and weekend allowance may not be less than the amounts established in Annexes I and II of this policy.

Matters related to international allowances, temporary and long term, are addressed in the Global People Department policies exclusively for those cases.

## 3. Definitions

**Business travel:** Is travel focused on generating value and improving the company results.

**Reasonable expense:** Is an expense for business travel that is considered prudent and/or moderate, applying the frugality principle and considering appropriate business needs.

**Frugality:** Is the quality of being moderate and cost-conscious regarding business travel expenses, without luxuries or excesses. Business travel expenses must correspond to needs and reasonable conditions. Frugality avoids unjustifiable draining of company resources and transferring unnecessary costs to the price the consumer pays for our products.

**Travel supplier:** The supplier approved by Global Procurement or who has been assigned in each business unit to provide products or travel services.

## 4. Responsibilities

**Associate:** Each associate must take due care and good judgment when incurring business travel expenses, complying with the principles of need, reasonableness, and frugality. The associate is primarily responsible for the control and justification of travel expenses and complying with the requirements of the current policy.

**Direct Manager:** The associate's direct manager must examine and, if applicable, approve the expense reports of his/her associates, complying with this policy's requirements and procedures.

**Steering Committee and Functional and Business Unit's VP:** Self-manage their travel expenses with this policy.

**Global Procurement:** This area must select, negotiate with and hire the 'travel supplier(s)' to obtain the best quality and services for the Group, at the lowest possible cost.

**Global Compensation Department:** This area must accurately establish the allowable meal reimbursements, applying the frugality principle. These amounts appear in Appendix I at the end of the document.

**Global Controllershship:** This area establishes the specific tax requirements for travel expenses.

## 5. General guidelines

- Whenever the purpose of the trip is to attend a work meeting, all associates must promote video/teleconferences instead of making business travel.
- When possible and convenient, all associates must use the travel suppliers approved by Global Purchase Department to reserve lodgings, planes, vehicles, etc.
- The expense reports must be duly supported and documented to comply with tax requirements and adequate management of travel expenses.
- The direct manager must approve all travel expenses before reimbursement.
- For all travel abroad, the associate must comply with the approved amounts to cover meals, lodgings, etc. in the country the associate visits, and not those in their country of origin (See Appendix I).
- All tax and legal matters that apply in terms of limits or insurance, etc., must be considered and incorporated into business unit/country local procedures.
- Travel expense reimbursements (and advances, if applicable) will be carried out according to the procedures of the applicable business unit and country.

## Travel expenses

### **Air travel**

- As a general rule, airplane transport should only be used when the trip is greater than 400 Km (250 miles) unless the low cost plane fare is the same or less than the applicable ground transport or when it is necessary due to associates' safety.
- Flights should connect directly with the business destination; in the case, an extension is made, or the itinerary must be changed for personal reasons, the associate must cover the cost difference.
- All air flight transport must be reserved with the lowest fare available when this is convenient for the itinerary, and at least 14 days in advance.
- To purchase/reserve tickets with less than 14 days advance notice, the associate must request and attach the area VP's approval.
- The aspects of non-refundable tickets or airlines that do not allow date changes must be considered in order not to incur unnecessary expenses.
- Associates must consider the airline luggage policies in order not to incur unjustified expenses due to excess weight.
- Associates may take advantage of the incentives and benefits of frequent traveler programs as long as they use the lowest fares offered by the approved suppliers and the choice of supplier is not affected by an interest in obtaining points for the associates' account.
- All associates must travel in economy or coach (except as provided below); however, any associate is free to use his/her frequent traveler points to obtain an upgrade or must cover this cost themselves.
- The possibility of traveling in business class applies only to VPs with longer than 80 hours traveling time.
- When a ticket goes unused, in the case of conventional airlines, depending on the fare booked, there is a possibility of ticket reimbursement or reissuing the ticket. Therefore, where applicable, it is important to maximize the value of unused tickets before expiration. In case of an unused ticket, the associate must request and attach an approval from the area VP.
- Booking lodging for a weekend to reduce the expense of air flight is allowed, as long as the expense report includes the cost-benefit analysis (lodging, meals and other expenses vs. the cost of airfare) for the company. If the weekend lodgings were in a different city than for the business travel, the hotel rates must be the same or less than the place visited. The transfer expenses to/from the other city are to be paid as a personal expense by the associate.
- For travel with a stay of over 30 days, the associate is allowed to return to his/her home town every 14 days if it is a less than a 6-hour flight, every 21 days if it is between 6 and 8-hour flight, and every

28 days if it is over an 8-hour flight. The associate can opt for a family member to visit them within the mentioned times, in this case the company will only cover the air ticket expense.

- The company will cover charges for flight changes, if these changes were necessary for business purposes; otherwise the associate must pay this cost.

### **Travel in private planes**

It is forbidden to take private plane travel unless there is no other alternative or it is necessary for time reasons. However, if a VP -including the Executive Committee members- find it necessary to use this type of flight, they must obtain express written approval from the Grupo Bimbo CEO before booking it. Bimbo Bakeries USA is excepted from this rule due to the aircraft assigned to it.

### **Lodging**

- Associates must book accommodation using the preferred suppliers of the Organization in the country in which they are traveling, as negotiated by the local procurement team. If a preferred supplier does not exist, associates must not exceed the class of hotel as deemed appropriate by the Global People Department team of the country they are traveling, which never should exceed four stars (e.g. Holiday Inn Express and Hampton Inn). The only exception is when a superior category hotel offers lower price rates or there are cost advantages regarding location, transfer, etc.
- When the purpose of the trip is to participate in an external convention or event, the associate is not allowed to stay at the host hotel, unless it complies with the requirements outlined in the previous paragraph.
- The hotels' frequent guest programs are approved for the associate if their rate is the lowest and convenient for the business travel.
- The associate is responsible for paying cancellation fees, or for a no-show if not reasonably justified.
- When booking a room for over a week and less than a month, the associate should look for hotels with promotions for longer stays or negotiate lower rates. For bookings longer than a month, the person should look to book a furnished apartment in locations where this is possible, or where it is less costly than a hotel.

### **Meal Supplement and weekend allowance**

- All associates must comply with the amounts established in appendix I, located at the end of this policy. Such amounts are considered a supplement to the normal expenses of the associate due to they are performed outside his place of residence.
- Operational, administrative, and supervisory associates will receive an allowance for each complete weekend that they remain out of their country of residence. Payment will be made in advance, with prior authorization of his/her direct manager, and via payroll for the net amount (gross income minus taxes) according to Annex II of this policy.
- When an associate during a trip and due to business reasons must represent Grupo Bimbo and invite a business meal to other people, the associate should not consider the such expense as travel meal and will only take into account the frugality principle, instead of the amounts established in appendix I.
- Only the meals that have been paid for by the associate will be reimbursed.
- In the case of travel abroad for periods longer than 2 weeks, purchasing food for meals in a supermarket will be exclusively considered as meal expenses if the daily limit is respected for food intake for those days.
- The cost of alcoholic drinks will not be reimbursed. Any alcoholic drinks ordered during business travel are considered a personal expense.
- For travel meals, each associate must obtain individual receipts and report their expenses. Travel meals should be recorded as such on the associate's expense report.

- In the case of group meeting meals, where individual person invoices cannot be issued, the cost of the meal for all attendees should be divided into the largest number of invoices the establishment allows and the most senior associates in attendance must each pay for only one of the invoices. If local associates attend, the payment should only be made by the visitors considering the aforementioned hierarchical order.

## Ground transport

- The company pays for taxi expenses to and from the airport as well as travel allowances. "Shuttle" transfer services to the hotel should be used when available.
- The most efficient, safe, and economically available transport, should be used for all business travel, including Uber or similar services.
- For cases of train travel during the day, the economy rate should be used, and for (all) night travel, a bed option can be chosen. Train/bus tickets must be purchased by the same procedure as plane tickets, wherever possible.

## Car rental

- A car can be rented when one is away from one's usual workplace if the rental cost is less than a taxi or other forms of transport.
- The approved car rental must be the economic type with air conditioning. When one travels with another person, renting a medium or sub-compact car is preferable. Renting cars of 8 or more cylinders, or sports/ luxury cars is not authorized.
- It is obligatory to fill the gas tank before returning the car, as a later charge by the rental company for gas will not be reimbursed.
- In the countries that make up the business units, Bimbo Bakeries USA, Bimbo Iberia, and Bimbo Canada, there is a negotiated insurance policy covering car rental. It is necessary to contact the Procurement area of the region for more details on the application and procedure. If the agreement is current and applicable, insurance coverage must be declined.
- For the rest of the world the corresponding insurance must be purchased, as the current agreements with the corporate cards do not have this benefit.

## Personal car

- The reimbursable kilometers/mileage will be determined considering the shortest and most direct route.
- The authorized reimbursement amounts for use of a personal car for business travel will be defined according to the limits and rates established by the business unit and country.
- Reimbursements for the use of a personal car must not be higher than the cost of normal transport, unless using the associate's car benefits the company.
- The associate is responsible for complying with the state or country laws with reference to car insurance, as well as for the appropriate insurance for the protection of driver and passengers, at the associate's expense.

## Communication

- For all telephone business calls and access to networks, it is expected that the associates use the lowest cost means of communication.
- Necessary, reasonable telephone calls made from personal telephones are reimbursable if they can be verified with receipts.
- Personal calls must be made with the free media offered by Internet (i.e. FaceTime, Skype, WhatsApp, Messenger).

## Higher medical expenses insurance

- In countries where all levels of associates are not covered by travel insurance, supervisory and not manager level associates, who do not have higher medical expenses insurance, must process emergency coverage for the time they are abroad, through their local People area.
- In the case of a medical emergency, the company for which they are traveling will be responsible for the associate being attended to in a private hospital and covering the expenses for the emergency. The department manager to which the sick associate is assigned will supervise his/her health condition.

## Other reimbursable expenses

- Transfer from the associate's house to the airport, train, or bus station and vice versa.
- Parking expenses at the airport for short trips of 1 or 2 days when it is convenient regarding time and expense.
- Tips according to the local guidelines issued by the People Department.
- Required visas and vaccines for international travel. The use of urgent services is not allowed unless the specific needs of the business makes it necessary.
- Issue of Passport expenses
- Parking and toll rates for business travel, with the required receipts.
- Charges for overweight luggage when carrying exhibition material or material required for business travel.
- Washing or cleaners' expense when a stay is longer than 7 days, with the respective receipt.

## Non-reimbursable expenses

- Expenses related to a spouse or any family member of the associates who accompanies him/her on business travel.
- Financial expenses incurred in a delay paying the individual corporate card.
- Expenses associated with obtaining necessary documents for a passport or visa application, such as original birth certificates, marriage certificates, or other similar documents.
- Insurance coverage for car rental above that established in this policy, and the limits and conditions established by each business unit and country.
- Renting movies, reading material, personal cleanliness, sports event tickets, theaters, concerts, etc., or similar personal articles.
- Medical expenses, medicine and/or medication.
- Expenses for accidents due to carelessness or driving under the influence of alcohol or drugs.
- Mini bars in hotels, except for bottled water.
- Commuting expenses between an associate's home and their regular work location.
- If an associate decides to change his/her residence (prior agreement with his/her direct manager) and work in a city different from his/her workplace, the associate must cover his/her travel and lodging expenses in the city where his/her workplace will be located, therefore such expenses will not be reimbursed by the company. The payment of travel expenses will only apply when the associate requires to travel and stay in a location other than his/her new workplace.
- Any expenses not contemplated in this policy.

## Travel expense reporting

- The travel expense report must be submitted within the time established by the local administration to ensure compliance with relevant tax and labor obligations.
- The rate used for currency exchange in the expense report will be the one paid and must be proven with the bank account statement(s) and/or the purchase/sale receipt of the corresponding currency.

## Transitory

Travels to countries with periods of isolation, due to COVID-19 health emergency, are not allowed, unless the associates' permanence is longer than four months, the conditions for the assignment have been met and the trip is authorized by the corresponding Executive VP.

As long as the COVID-19 pandemic continues, the cost of the clinical tests, required by the destination country or airline to travel, will be covered.

## 6. Responsibility / Ownership

The Global Controllershship Department is the assigned owner of this policy and is primarily responsible for its contents, updating, monitoring of its compliance, and submission for approval before the Internal Control and Risk Management Department, the Steering Committee, and the CEO.

## 7. Updates

The changes implemented in between versions are described below:

| Revision / History of the revision |                  |             |                           |   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|------------------------------------|------------------|-------------|---------------------------|---|----------|--|--|-----------|-----|-----|--------|-----|-----|--------|-----|----|-------|-----|--------|-------|-----|-----|----------|-----|--------|------------|-----|--------|---------|-----|----|-------------|-----|----|-----------|-----|-----|----------|-----|-----|-------|-----|-------|--------|-----|-----|---------|-----|-----|-----------|-----|-----|--------|-----|----|----------|-----|---------|------|-----|-----|----------|-----|----|-------|-----|----|
| Version                            | Revision Date    | Updated by: | Approved By:              | Main Changes  |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| 1                                  |                  |             |                           |   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| 2                                  | February 9, 2017 |             | Trinidad Carrandi Negrete | <ul style="list-style-type: none"><li>As a general rule, airplane transport should only be used when the trip is greater than 400 Km (250 miles) unless the low cost plane fare is the same or less than the applicable ground transport or when it is necessary due to associates' safety.</li></ul>   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| 3                                  | May 3, 2017      |             | Trinidad Carrandi Negrete | <b>Steering Committee and Functional and Business Unit's VP:</b> Self-manage their own travel expenses in accordance with this policy.  |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| 4                                  | May 23, 2017     |             | Trinidad Carrandi Negrete | <table><tr><th>Country</th><th>Currency</th><th>Maximum meal expense supplement per day (Taxes included)</th></tr><tr><td>Argentina</td><td>ARS</td><td>580</td></tr><tr><td>Brazil</td><td>BRL</td><td>170</td></tr><tr><td>Canada</td><td>CAD</td><td>90</td></tr><tr><td>Chile</td><td>CLP</td><td>29,000</td></tr><tr><td>China</td><td>RMB</td><td>400</td></tr><tr><td>Colombia</td><td>COP</td><td>70,000</td></tr><tr><td>Costa Rica</td><td>CRC</td><td>26,150</td></tr><tr><td>Ecuador</td><td>USD</td><td>60</td></tr><tr><td>El Salvador</td><td>USD</td><td>40</td></tr><tr><td>Guatemala</td><td>GTQ</td><td>370</td></tr><tr><td>Honduras</td><td>HNL</td><td>890</td></tr><tr><td>India</td><td>INR</td><td>4,000</td></tr><tr><td>Mexico</td><td>MXN</td><td>620</td></tr><tr><td>Morocco</td><td>MAD</td><td>400</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>830</td></tr><tr><td>Panama</td><td>PAB</td><td>50</td></tr><tr><td>Paraguay</td><td>PYG</td><td>176,400</td></tr><tr><td>Peru</td><td>PEN</td><td>140</td></tr><tr><td>Portugal</td><td>EUR</td><td>50</td></tr><tr><td>Spain</td><td>EUR</td><td>60</td></tr></table> | Country  | Currency   | Maximum meal expense supplement per day (Taxes included) | Argentina | ARS | 580 | Brazil | BRL | 170 | Canada | CAD | 90 | Chile | CLP | 29,000 | China | RMB | 400 | Colombia | COP | 70,000 | Costa Rica | CRC | 26,150 | Ecuador | USD | 60 | El Salvador | USD | 40 | Guatemala | GTQ | 370 | Honduras | HNL | 890 | India | INR | 4,000 | Mexico | MXN | 620 | Morocco | MAD | 400 | Nicaragua | NIO | 830 | Panama | PAB | 50 | Paraguay | PYG | 176,400 | Peru | PEN | 140 | Portugal | EUR | 50 | Spain | EUR | 60 |
|                                    |                  |             |                           | Country   | Currency | Maximum meal expense supplement per day (Taxes included) |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Argentina   | ARS      | 580  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Brazil  | BRL      | 170  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Canada  | CAD      | 90   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Chile   | CLP      | 29,000   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | China   | RMB      | 400  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Colombia  | COP      | 70,000   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Costa Rica  | CRC      | 26,150   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Ecuador   | USD      | 60   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | El Salvador   | USD      | 40   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Guatemala   | GTQ      | 370  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Honduras  | HNL      | 890  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | India   | INR      | 4,000  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Mexico  | MXN      | 620  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Morocco   | MAD      | 400  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Nicaragua   | NIO      | 830  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Panama  | PAB      | 50   |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
|                                    |                  |             |                           | Paraguay  | PYG      | 176,400  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| Peru                               | PEN              | 140         |                           |   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| Portugal                           | EUR              | 50          |                           |   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |
| Spain                              | EUR              | 60          |                           |   |          |  |  |           |     |     |        |     |     |        |     |    |       |     |        |       |     |     |          |     |        |            |     |        |         |     |    |             |     |    |           |     |     |          |     |     |       |     |       |        |     |     |         |     |     |           |     |     |        |     |    |          |     |         |      |     |     |          |     |    |       |     |    |



|   |                    |                              |                           |   |          |  |
|---|--------------------|------------------------------|---------------------------|---|----------|--|
|   |                    |                              |                           | United Kingdom  | GBP      | 50   |
|   |                    |                              |                           | United States   | USD      | 70   |
|   |                    |                              |                           | Uruguay   | UYU      | 1,210  |
|   |                    |                              |                           | Venezuela   | USD      | 15   |
|   |                    |                              |                           | Converted at the free exchange rate from the last day of the immediate previous month.                      |          |  |
| 5 | August 17, 2017    | Ayarí Jiménez Landaeta       | Trinidad Carrandi Negrete | Country   | Currency | Maximum meal expense supplement per day (Taxes included) |
|   |                    |                              |                           | South Korea   | KRW      | 74,550   |
|   |                    |                              |                           | France  | EUR      | 54   |
|   |                    |                              |                           | Italy   | EUR      | 55   |
|   |                    |                              |                           | Russia  | RUB      | 3,598  |
|   |                    |                              |                           | South Africa  | ZAR      | 343  |
|   |                    |                              |                           | Switzerland   | CHF      | 101  |
|   |                    |                              |                           | Turkey  | TRY      | 102  |
|   |                    |                              |                           | Ukraine   | UAH      | 564  |
| 6 | September 12, 2017 |                              | Trinidad Carrandi Negrete | The possibility of traveling in business class applies only to VPs with longer than 8-hours traveling time. |          |  |
| 7 | July 10, 2018      |                              | Trinidad Carrandi Negrete | Country   | Currency | Maximum meal expense supplement per day (Taxes included) |
|   |                    |                              |                           | Argentina   | ARS      | 860  |
|   |                    |                              |                           | Chile   | CLP      | 31,760   |
|   |                    |                              |                           | Colombia  | COP      | 79,590   |
|   |                    |                              |                           | Costa Rica  | CRC      | 28,970   |
|   |                    |                              |                           | Honduras  | HNL      | 1,010  |
|   |                    |                              |                           | Mexico  | MXN      | 650  |
|   |                    |                              |                           | Morocco   | MAD      | 420  |
|   |                    |                              |                           | Nicaragua   | NIO      | 990  |
|   |                    |                              |                           | Paraguay  | PYG      | 189,000  |
|   |                    |                              |                           | Peru  | PEN      | 150  |
|   |                    |                              |                           | Russia  | RUB      | 3,600  |
|   |                    |                              |                           | South Africa  | ZAR      | 370  |
|   |                    |                              |                           | South Korea   | KRW      | 76,440   |
|   |                    |                              |                           | Spain   | EUR      | 55   |
|   |                    |                              |                           | Turkey  | TRY      | 110  |
|   |                    |                              |                           | Ukraine   | UAH      | 610  |
|   |                    |                              |                           | Uruguay   | UYU      | 1,740  |
| 8 | April 11, 2019     | Paulina Abril Flores Ramírez | Trinidad Carrandi Negrete | Country   | Currency | Maximum meal expense supplement per day (Taxes included) |
|   |                    |                              |                           | Argentina   | ARS      | 1,040  |
| 9 | June 25, 2019      | Paulina Abril Flores Ramírez | Trinidad Carrandi Negrete | Country   | Currency | Maximum meal expense supplement per day                  |
|   |                    |                              |                           |   |          |  |

|                |                                 |  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
|----------------|---------------------------------|--|---------------------------|--|---------|----------|--|-----------|-----|-------|---------|----------|--|-----------|-----|-------|-------|-----|--------|----------|-----|--------|------------|-----|--------|---------|-----|----|-------------|-----|----|-------|-----|-------|--------|-----|-----|-----------|-----|-------|----------|-----|----|--------|-----|-------|--------|-----|-----|---------|-----|-----|----------------|-----|-----|---------------|-----|----|---------|-----|-------|
|                |                                 |  |                           | <table><tr><td></td><td></td><td>(Taxes included)</td></tr><tr><td>Argentina</td><td>ARS</td><td>1,280</td></tr><tr><td>Brazil</td><td>BRL</td><td>190</td></tr><tr><td>Canada</td><td>CAD</td><td>92</td></tr><tr><td>Chile</td><td>CLP</td><td>34,170</td></tr><tr><td>Colombia</td><td>COP</td><td>91,420</td></tr><tr><td>Costa Rica</td><td>CRC</td><td>31,250</td></tr><tr><td>Ecuador</td><td>USD</td><td>63</td></tr><tr><td>El Salvador</td><td>USD</td><td>44</td></tr><tr><td>India</td><td>INR</td><td>4,240</td></tr><tr><td>Mexico</td><td>MXN</td><td>710</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,080</td></tr><tr><td>Portugal</td><td>EUR</td><td>52</td></tr><tr><td>Russia</td><td>RUB</td><td>4,010</td></tr><tr><td>Turkey</td><td>TRY</td><td>130</td></tr><tr><td>Ukraine</td><td>UAH</td><td>700</td></tr><tr><td>United Kingdom</td><td>GBP</td><td>130</td></tr><tr><td>United States</td><td>USD</td><td>83</td></tr><tr><td>Uruguay</td><td>UYU</td><td>1,930</td></tr></table> |         |          | (Taxes included)   | Argentina | ARS | 1,280 | Brazil  | BRL      | 190                                      | Canada    | CAD | 92    | Chile | CLP | 34,170 | Colombia | COP | 91,420 | Costa Rica | CRC | 31,250 | Ecuador | USD | 63 | El Salvador | USD | 44 | India | INR | 4,240 | Mexico | MXN | 710 | Nicaragua | NIO | 1,080 | Portugal | EUR | 52 | Russia | RUB | 4,010 | Turkey | TRY | 130 | Ukraine | UAH | 700 | United Kingdom | GBP | 130 | United States | USD | 83 | Uruguay | UYU | 1,930 |
|                |                                 | (Taxes included)   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Argentina      | ARS                             | 1,280  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Brazil         | BRL                             | 190  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Canada         | CAD                             | 92   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Chile          | CLP                             | 34,170   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Colombia       | COP                             | 91,420   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Costa Rica     | CRC                             | 31,250   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Ecuador        | USD                             | 63   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| El Salvador    | USD                             | 44   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| India          | INR                             | 4,240  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Mexico         | MXN                             | 710  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Nicaragua      | NIO                             | 1,080  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Portugal       | EUR                             | 52   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Russia         | RUB                             | 4,010  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Turkey         | TRY                             | 130  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Ukraine        | UAH                             | 700  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| United Kingdom | GBP                             | 130  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| United States  | USD                             | 83   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Uruguay        | UYU                             | 1,930  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| 10             | August 22, 2019                 | Paulina Abril Flores Ramírez                             | Trinidad Carrandi Negrete | <table><tr><td>Country</td><td>Currency</td><td>Maximum meal expense supplement per day (Taxes included)</td></tr><tr><td>Venezuela</td><td>USD</td><td>60</td></tr></table>   | Country | Currency | Maximum meal expense supplement per day (Taxes included) | Venezuela | USD | 60    |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Country        | Currency                        | Maximum meal expense supplement per day (Taxes included) |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Venezuela      | USD                             | 60   |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| 11             | October 11, 2019                | Paulina Abril Flores Ramírez                             | Trinidad Carrandi         | The weekend allowance for operative, administrative and supervisory collaborators is added to “Supplement for and weekend allowance”, as well as the Annex II.   |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| 12             | February 4 <sup>th</sup> , 2020 | Paulina Abril Flores Ramírez                             | Trinidad Carrandi         | <div>Annex I</div> <table><tr><td>Country</td><td>Currency</td><td>Maximum meal expense supplement per day (Taxes included)</td></tr><tr><td>Argentina</td><td>ARS</td><td>1,630</td></tr></table> <div>Annex II</div> <table><tr><td>Country</td><td>Currency</td><td>Allowance for each weekend (Net amounts)</td></tr><tr><td>Argentina</td><td>ARS</td><td>2,010</td></tr></table>   | Country | Currency | Maximum meal expense supplement per day (Taxes included) | Argentina | ARS | 1,630 | Country | Currency | Allowance for each weekend (Net amounts) | Argentina | ARS | 2,010 |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Country        | Currency                        | Maximum meal expense supplement per day (Taxes included) |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Argentina      | ARS                             | 1,630  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Country        | Currency                        | Allowance for each weekend (Net amounts)                 |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| Argentina      | ARS                             | 2,010  |                           |  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |
| 13             | August 19th, 2020               | Paulina Abril Flores Ramírez                             | Trinidad Carrandi         | Annex I  |         |          |  |           |     |       |         |          |  |           |     |       |       |     |        |          |     |        |            |     |        |         |     |    |             |     |    |       |     |       |        |     |     |           |     |       |          |     |    |        |     |       |        |     |     |         |     |     |                |     |     |               |     |    |         |     |       |



|               |          |  |                           | <table><tr><th>Country</th><th>Currency</th><th>Maximum meal expense supplement per day (Taxes included)</th></tr><tr><td>Argentina</td><td>ARS</td><td>1,970</td></tr><tr><td>Chile</td><td>CLP</td><td>40,320</td></tr><tr><td>Honduras</td><td>HNL</td><td>1,060</td></tr><tr><td>Israel</td><td>ILS</td><td>280</td></tr><tr><td>Kazakhstan</td><td>KZT</td><td>10,450</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,170</td></tr><tr><td>Turkey</td><td>TRY</td><td>160</td></tr><tr><td>Uruguay</td><td>UYU</td><td>2,090</td></tr></table> <div>Annex II</div> <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (Net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>2,580</td></tr><tr><td>Brazil</td><td>BRL</td><td>320</td></tr><tr><td>Canada</td><td>CAD</td><td>140</td></tr><tr><td>Chile</td><td>CLP</td><td>57,120</td></tr><tr><td>Israel</td><td>ILS</td><td>430</td></tr><tr><td>Kazakhstan</td><td>KZT</td><td>14,840</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,740</td></tr><tr><td>Turkey</td><td>TRY</td><td>230</td></tr><tr><td>Ukraine</td><td>UAH</td><td>1,270</td></tr><tr><td>United States</td><td>USD</td><td>120</td></tr><tr><td>Uruguay</td><td>UYU</td><td>3,440</td></tr></table> | Country | Currency | Maximum meal expense supplement per day (Taxes included) | Argentina | ARS | 1,970 | Chile  | CLP | 40,320 | Honduras | HNL | 1,060 | Israel   | ILS | 280    | Kazakhstan | KZT | 10,450 | Nicaragua | NIO | 1,170 | Turkey   | TRY | 160     | Uruguay | UYU | 2,090 | Country      | Currency | Allowance for each weekend (Net amounts) | Argentina | ARS | 2,580 | Brazil  | BRL | 320 | Canada  | CAD | 140       | Chile | CLP | 57,120 | Israel | ILS | 430 | Kazakhstan | KZT | 14,840 | Nicaragua | NIO | 1,740 | Turkey | TRY | 230 | Ukraine | UAH | 1,270 | United States | USD | 120 | Uruguay | UYU | 3,440 |
|---------------|----------|--|---------------------------|---|---------|----------|--|-----------|-----|-------|--------|-----|--------|----------|-----|-------|----------|-----|--------|------------|-----|--------|-----------|-----|-------|----------|-----|---------|---------|-----|-------|--------------|----------|--|-----------|-----|-------|---------|-----|-----|---------|-----|-----------|-------|-----|--------|--------|-----|-----|------------|-----|--------|-----------|-----|-------|--------|-----|-----|---------|-----|-------|---------------|-----|-----|---------|-----|-------|
| Country       | Currency | Maximum meal expense supplement per day (Taxes included) |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Argentina     | ARS      | 1,970  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Chile         | CLP      | 40,320   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Honduras      | HNL      | 1,060  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Israel        | ILS      | 280  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Kazakhstan    | KZT      | 10,450   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Nicaragua     | NIO      | 1,170  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Turkey        | TRY      | 160  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Uruguay       | UYU      | 2,090  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Country       | Currency | Allowance for each weekend (Net amounts)                 |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Argentina     | ARS      | 2,580  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Brazil        | BRL      | 320  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Canada        | CAD      | 140  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Chile         | CLP      | 57,120   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Israel        | ILS      | 430  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Kazakhstan    | KZT      | 14,840   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Nicaragua     | NIO      | 1,740  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Turkey        | TRY      | 230  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Ukraine       | UAH      | 1,270  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| United States | USD      | 120  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Uruguay       | UYU      | 3,440  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| 14            | 05-03-21 | Enna Pilar Guerrero                                      | Trinidad Carrandi Negrete | A transitory guideline on travel to countries with health emergencies and clinical tests for COVID-19 were added  |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| 15            | 06-29-21 | Enna Pilar Guerrero                                      | Trinidad Carrandi Negrete | <div>Annex I</div> <table><tr><th>Country</th><th>Currency</th><th>Maximum meal expense supplement per day (Taxes included)</th></tr><tr><td>Argentina</td><td>ARS</td><td>2,680</td></tr><tr><td>Brazil</td><td>BRL</td><td>200</td></tr><tr><td>China</td><td>RMB</td><td>430</td></tr><tr><td>Colombia</td><td>COP</td><td>97,090</td></tr><tr><td>France</td><td>EUR</td><td>56</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,250</td></tr><tr><td>Paraguay</td><td>PYG</td><td>219,100</td></tr><tr><td>Russia</td><td>RUB</td><td>4,290</td></tr><tr><td>South Africa</td><td>ZAR</td><td>420</td></tr><tr><td>Turkey</td><td>TRY</td><td>170</td></tr><tr><td>Ukraine</td><td>UAH</td><td>730</td></tr><tr><td>Vietnam</td><td>VND</td><td>1,179,780</td></tr></table> <div>Annex II</div>  | Country | Currency | Maximum meal expense supplement per day (Taxes included) | Argentina | ARS | 2,680 | Brazil | BRL | 200    | China    | RMB | 430   | Colombia | COP | 97,090 | France     | EUR | 56     | Nicaragua | NIO | 1,250 | Paraguay | PYG | 219,100 | Russia  | RUB | 4,290 | South Africa | ZAR      | 420                                      | Turkey    | TRY | 170   | Ukraine | UAH | 730 | Vietnam | VND | 1,179,780 |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Country       | Currency | Maximum meal expense supplement per day (Taxes included) |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Argentina     | ARS      | 2,680  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Brazil        | BRL      | 200  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| China         | RMB      | 430  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Colombia      | COP      | 97,090   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| France        | EUR      | 56   |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Nicaragua     | NIO      | 1,250  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Paraguay      | PYG      | 219,100  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Russia        | RUB      | 4,290  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| South Africa  | ZAR      | 420  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Turkey        | TRY      | 170  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Ukraine       | UAH      | 730  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |
| Vietnam       | VND      | 1,179,780  |                           |   |         |          |  |           |     |       |        |     |        |          |     |       |          |     |        |            |     |        |           |     |       |          |     |         |         |     |       |              |          |  |           |     |       |         |     |     |         |     |           |       |     |        |        |     |     |            |     |        |           |     |       |        |     |     |         |     |       |               |     |     |         |     |       |

|                |          |  |                           | <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (Net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>3,220</td></tr><tr><td>Brazil</td><td>BRL</td><td>330</td></tr><tr><td>Canada</td><td>CAD</td><td>150</td></tr><tr><td>China</td><td>RMB</td><td>650</td></tr><tr><td>Colombia</td><td>COP</td><td>152,190</td></tr><tr><td>Mexico</td><td>MXN</td><td>1,500</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,810</td></tr><tr><td>Panama</td><td>PAB</td><td>83</td></tr><tr><td>Paraguay</td><td>PYG</td><td>338,290</td></tr><tr><td>Russia</td><td>RUB</td><td>6,900</td></tr><tr><td>South Africa</td><td>ZAR</td><td>690</td></tr><tr><td>Turkey</td><td>TRY</td><td>240</td></tr><tr><td>Ukraine</td><td>UAH</td><td>1,340</td></tr><tr><td>United Kingdom</td><td>GBP</td><td>84</td></tr><tr><td>Vietnam</td><td>VND</td><td>1,563,070</td></tr></table>  | Country | Currency | Allowance for each weekend (Net amounts) | Argentina | ARS | 3,220 | Brazil | BRL | 330 | Canada | CAD | 150 | China | RMB | 650 | Colombia | COP | 152,190 | Mexico | MXN | 1,500 | Nicaragua | NIO | 1,810 | Panama   | PAB | 83      | Paraguay | PYG | 338,290 | Russia       | RUB | 6,900 | South Africa | ZAR | 690 | Turkey         | TRY | 240 | Ukraine | UAH      | 1,340                                    | United Kingdom | GBP | 84    | Vietnam | VND | 1,563,070 |       |     |     |          |     |         |            |     |        |        |     |    |
|----------------|----------|--|---------------------------|--|---------|----------|--|-----------|-----|-------|--------|-----|-----|--------|-----|-----|-------|-----|-----|----------|-----|---------|--------|-----|-------|-----------|-----|-------|----------|-----|---------|----------|-----|---------|--------------|-----|-------|--------------|-----|-----|----------------|-----|-----|---------|----------|--|----------------|-----|-------|---------|-----|-----------|-------|-----|-----|----------|-----|---------|------------|-----|--------|--------|-----|----|
| Country        | Currency | Allowance for each weekend (Net amounts) |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Argentina      | ARS      | 3,220                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Brazil         | BRL      | 330                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Canada         | CAD      | 150                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| China          | RMB      | 650                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Colombia       | COP      | 152,190                                  |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Mexico         | MXN      | 1,500                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Nicaragua      | NIO      | 1,810                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Panama         | PAB      | 83                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Paraguay       | PYG      | 338,290                                  |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Russia         | RUB      | 6,900                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| South Africa   | ZAR      | 690                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Turkey         | TRY      | 240                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Ukraine        | UAH      | 1,340                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| United Kingdom | GBP      | 84                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Vietnam        | VND      | 1,563,070                                |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| 16             | 09-20-21 | Daniel Alberto Nava Guarneros            | Gabriela López Juárez     | The reference to the <u><b>GGB-002 Global Policy on the Grupo Bimbo Regulatory Framework</b></u> was added in the scope of this policy.  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| 17             | 31-05-22 | Mariana Haydee Sanchez Moreno            | Trinidad Carrandi Negrete | <div>Annex I</div> <table><tr><th>Country</th><th>Currency</th><th>Food aid per diem (net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>4,390</td></tr><tr><td>Brazil</td><td>BRL</td><td>220</td></tr><tr><td>Canada</td><td>CAD</td><td>110</td></tr><tr><td>China</td><td>CNY</td><td>460</td></tr><tr><td>Colombia</td><td>COP</td><td>105,180</td></tr><tr><td>Mexico</td><td>MXN</td><td>740</td></tr><tr><td>Panama</td><td>PAB</td><td>52</td></tr><tr><td>Paraguay</td><td>PYG</td><td>229,600</td></tr><tr><td>Portugal</td><td>EUR</td><td>54</td></tr><tr><td>South Africa</td><td>ZAR</td><td>440</td></tr><tr><td>Turkey</td><td>TRY</td><td>220</td></tr><tr><td>United Kingdom</td><td>GBP</td><td>53</td></tr></table> <div>Annex II</div> <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>5,810</td></tr><tr><td>Brazil</td><td>BRL</td><td>350</td></tr><tr><td>China</td><td>CNY</td><td>650</td></tr><tr><td>Colombia</td><td>COP</td><td>159,900</td></tr><tr><td>Costa Rica</td><td>CRC</td><td>54,630</td></tr><tr><td>France</td><td>EUR</td><td>85</td></tr></table> | Country | Currency | Food aid per diem (net amounts)          | Argentina | ARS | 4,390 | Brazil | BRL | 220 | Canada | CAD | 110 | China | CNY | 460 | Colombia | COP | 105,180 | Mexico | MXN | 740   | Panama    | PAB | 52    | Paraguay | PYG | 229,600 | Portugal | EUR | 54      | South Africa | ZAR | 440   | Turkey       | TRY | 220 | United Kingdom | GBP | 53  | Country | Currency | Allowance for each weekend (net amounts) | Argentina      | ARS | 5,810 | Brazil  | BRL | 350       | China | CNY | 650 | Colombia | COP | 159,900 | Costa Rica | CRC | 54,630 | France | EUR | 85 |
| Country        | Currency | Food aid per diem (net amounts)          |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Argentina      | ARS      | 4,390                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Brazil         | BRL      | 220                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Canada         | CAD      | 110                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| China          | CNY      | 460                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Colombia       | COP      | 105,180                                  |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Mexico         | MXN      | 740                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Panama         | PAB      | 52                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Paraguay       | PYG      | 229,600                                  |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Portugal       | EUR      | 54                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| South Africa   | ZAR      | 440                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Turkey         | TRY      | 220                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| United Kingdom | GBP      | 53                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Country        | Currency | Allowance for each weekend (net amounts) |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Argentina      | ARS      | 5,810                                    |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Brazil         | BRL      | 350                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| China          | CNY      | 650                                      |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Colombia       | COP      | 159,900                                  |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| Costa Rica     | CRC      | 54,630                                   |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |
| France         | EUR      | 85                                       |                           |  |         |          |  |           |     |       |        |     |     |        |     |     |       |     |     |          |     |         |        |     |       |           |     |       |          |     |         |          |     |         |              |     |       |              |     |     |                |     |     |         |          |  |                |     |       |         |     |           |       |     |     |          |     |         |            |     |        |        |     |    |

|              |                                 |   |                                       | <table><tr><td>Paraguay</td><td>PYG</td><td>367,390</td></tr><tr><td>South Africa</td><td>ZAR</td><td>740</td></tr><tr><td>Turkey</td><td>TRY</td><td>330</td></tr></table>   | Paraguay | PYG      | 367,390                         | South Africa | ZAR | 740   | Turkey  | TRY      | 330                                      |         |          |  |           |     |       |        |     |     |
|--------------|---------------------------------|---|---------------------------------------|---|----------|----------|---------------------------------|--------------|-----|-------|---------|----------|--|---------|----------|--|-----------|-----|-------|--------|-----|-----|
| Paraguay     | PYG                             | 367,390   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| South Africa | ZAR                             | 740   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Turkey       | TRY                             | 330   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| 18           | September 05 2022               | Tere Ibarra   | Eutimio Quevedo and Trinidad Carrandi | The guideline for associates that decide to work in a different location from its headquarters is added.  |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| 19           | September 23rd, 2022            | Mariana Haydee Sanchez Moreno                             | Trinidad Carrandi Negrete             | Updating the amount of “Maximum meal expense supplement per day” in Argentina from 4,390 to 5,488.  |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| 20           | December 1st, 2022              | Miriam Contreras Cruz                                     | Trinidad Carrandi Negrete             | <div>Annex I</div> <table><tr><th>Country</th><th>Currency</th><th>Food aid per diem (net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>5,780</td></tr><tr><td>Turkey</td><td>TRY</td><td>250</td></tr></table> <div>Annex II</div> <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>7,290</td></tr><tr><td>Turkey</td><td>TRY</td><td>390</td></tr></table> | Country  | Currency | Food aid per diem (net amounts) | Argentina    | ARS | 5,780 | Turkey  | TRY      | 250                                      | Country | Currency | Allowance for each weekend (net amounts) | Argentina | ARS | 7,290 | Turkey | TRY | 390 |
| Country      | Currency                        | Food aid per diem (net amounts)                           |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Argentina    | ARS                             | 5,780   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Turkey       | TRY                             | 250   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Country      | Currency                        | Allowance for each weekend (net amounts)                  |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Argentina    | ARS                             | 7,290   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Turkey       | TRY                             | 390   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| 21           | January 16 <sup>th</sup> , 2023 | Sandra Viviana Barrera Villamil                           | Trinidad Carrandi Negrete             | <div>Annex I</div> <table><tr><th>Country</th><th>Currency</th><th>Food aid per diem (net amounts)</th></tr><tr><td>Romania</td><td>RON</td><td>200</td></tr></table> <div>Annex II</div> <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (net amounts)</th></tr><tr><td>Romania</td><td>RON</td><td>270</td></tr></table>   | Country  | Currency | Food aid per diem (net amounts) | Romania      | RON | 200   | Country | Currency | Allowance for each weekend (net amounts) | Romania | RON      | 270                                      |           |     |       |        |     |     |
| Country      | Currency                        | Food aid per diem (net amounts)                           |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Romania      | RON                             | 200   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Country      | Currency                        | Allowance for each weekend (net amounts)                  |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| Romania      | RON                             | 270   |                                       |   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |
| 22           | June 1 <sup>st</sup> 2023       | Miriam Contreras Cruz and Sandra Viviana Barrera Villamil | Gerardo Gordillo                      | Annex I   |          |          |                                 |              |     |       |         |          |  |         |          |  |           |     |       |        |     |     |

|                |          |  |  |  | <table><tr><th>Country</th><th>Currency</th><th>Maximum meal expense supplement per day (Taxes included)</th></tr><tr><td>Argentina</td><td>ARS</td><td>8,560</td></tr><tr><td>Brazil</td><td>BRL</td><td>250</td></tr><tr><td>Canada</td><td>CAD</td><td>120</td></tr><tr><td>Colombia</td><td>COP</td><td>118,860</td></tr><tr><td>Costa Rica</td><td>CRC</td><td>33,600</td></tr><tr><td>Honduras</td><td>HNL</td><td>1,160</td></tr><tr><td>Kazakhstan</td><td>KZT</td><td>11,650</td></tr><tr><td>Mexico</td><td>MXN</td><td>840</td></tr><tr><td>Paraguay</td><td>PYG</td><td>262,150</td></tr><tr><td>Portugal</td><td>EUR</td><td>56</td></tr><tr><td>Romania</td><td>RON</td><td>220</td></tr><tr><td>Turkiye</td><td>TRY</td><td>360</td></tr><tr><td>United Kingdom</td><td>GBP</td><td>60</td></tr><tr><td>United States</td><td>USD</td><td>89</td></tr></table>   | Country | Currency | Maximum meal expense supplement per day (Taxes included) | Argentina | ARS | 8,560  | Brazil | BRL | 250 | Canada | CAD | 120 | Colombia | COP | 118,860 | Costa Rica | CRC | 33,600  | Honduras   | HNL | 1,160  | Kazakhstan | KZT | 11,650 | Mexico   | MXN | 840   | Paraguay | PYG | 262,150 | Portugal   | EUR | 56     | Romania | RON | 220   | Turkiye | TRY | 360 | United Kingdom | GBP | 60    | United States | USD | 89      |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
|----------------|----------|--|--|--|---|---------|----------|--|-----------|-----|--------|--------|-----|-----|--------|-----|-----|----------|-----|---------|------------|-----|---------|------------|-----|--------|------------|-----|--------|----------|-----|-------|----------|-----|---------|------------|-----|--------|---------|-----|-------|---------|-----|-----|----------------|-----|-------|---------------|-----|---------|---------|-----|-----|--------------|-----|-----|-------|-----|----|---------|-----|-----|----------------|-----|----|---------------|-----|-----|
| Country        | Currency | Maximum meal expense supplement per day (Taxes included) |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Argentina      | ARS      | 8,560  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Brazil         | BRL      | 250  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Canada         | CAD      | 120  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Colombia       | COP      | 118,860  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Costa Rica     | CRC      | 33,600   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Honduras       | HNL      | 1,160  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Kazakhstan     | KZT      | 11,650   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Mexico         | MXN      | 840  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Paraguay       | PYG      | 262,150  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Portugal       | EUR      | 56   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Romania        | RON      | 220  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Turkiye        | TRY      | 360  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| United Kingdom | GBP      | 60   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| United States  | USD      | 89   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
|                |          |  |  |  | <p>Annex II</p> <table><tr><th>Country</th><th>Currency</th><th>Allowance for each weekend (Net amounts)</th></tr><tr><td>Argentina</td><td>ARS</td><td>12,010</td></tr><tr><td>Brazil</td><td>BRL</td><td>390</td></tr><tr><td>Canada</td><td>CAD</td><td>160</td></tr><tr><td>Chile</td><td>CLP</td><td>60,310</td></tr><tr><td>Colombia</td><td>COP</td><td>177,240</td></tr><tr><td>Costa Rica</td><td>CRC</td><td>58,020</td></tr><tr><td>Guatemala</td><td>GTQ</td><td>580</td></tr><tr><td>Honduras</td><td>HNL</td><td>1,550</td></tr><tr><td>Italy</td><td>EUR</td><td>73</td></tr><tr><td>Kazakhstan</td><td>KZT</td><td>15,680</td></tr><tr><td>Mexico</td><td>MXN</td><td>1,710</td></tr><tr><td>Morocco</td><td>MAD</td><td>540</td></tr><tr><td>Nicaragua</td><td>NIO</td><td>1,880</td></tr><tr><td>Paraguay</td><td>PYG</td><td>416,370</td></tr><tr><td>Romania</td><td>RON</td><td>290</td></tr><tr><td>South Africa</td><td>ZAR</td><td>810</td></tr><tr><td>Spain</td><td>EUR</td><td>87</td></tr><tr><td>Turkiye</td><td>TRY</td><td>540</td></tr><tr><td>United Kingdom</td><td>GBP</td><td>87</td></tr><tr><td>United States</td><td>USD</td><td>110</td></tr></table> | Country | Currency | Allowance for each weekend (Net amounts)                 | Argentina | ARS | 12,010 | Brazil | BRL | 390 | Canada | CAD | 160 | Chile    | CLP | 60,310  | Colombia   | COP | 177,240 | Costa Rica | CRC | 58,020 | Guatemala  | GTQ | 580    | Honduras | HNL | 1,550 | Italy    | EUR | 73      | Kazakhstan | KZT | 15,680 | Mexico  | MXN | 1,710 | Morocco | MAD | 540 | Nicaragua      | NIO | 1,880 | Paraguay      | PYG | 416,370 | Romania | RON | 290 | South Africa | ZAR | 810 | Spain | EUR | 87 | Turkiye | TRY | 540 | United Kingdom | GBP | 87 | United States | USD | 110 |
| Country        | Currency | Allowance for each weekend (Net amounts)                 |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Argentina      | ARS      | 12,010   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Brazil         | BRL      | 390  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Canada         | CAD      | 160  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Chile          | CLP      | 60,310   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Colombia       | COP      | 177,240  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Costa Rica     | CRC      | 58,020   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Guatemala      | GTQ      | 580  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Honduras       | HNL      | 1,550  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Italy          | EUR      | 73   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Kazakhstan     | KZT      | 15,680   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Mexico         | MXN      | 1,710  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Morocco        | MAD      | 540  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Nicaragua      | NIO      | 1,880  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Paraguay       | PYG      | 416,370  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Romania        | RON      | 290  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| South Africa   | ZAR      | 810  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Spain          | EUR      | 87   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| Turkiye        | TRY      | 540  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| United Kingdom | GBP      | 87   |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |
| United States  | USD      | 110  |  |  |   |         |          |  |           |     |        |        |     |     |        |     |     |          |     |         |            |     |         |            |     |        |            |     |        |          |     |       |          |     |         |            |     |        |         |     |       |         |     |     |                |     |       |               |     |         |         |     |     |              |     |     |       |     |    |         |     |     |                |     |    |               |     |     |

## Annex I

| Country        | Currency   | Maximum meal expense supplement per day (Taxes included) |
|----------------|--|--|
| Argentina      | ARS  | 8,560  |
| Brazil         | BRL  | 250  |
| Canada         | CAD  | 120  |
| Chile          | CLP  | 40,320   |
| China          | CNY  | 460  |
| Colombia       | COP  | 118,860  |
| Costa Rica     | CRC  | 33,600   |
| Ecuador        | USD  | 63   |
| El Salvador    | USD  | 44   |
| France         | EUR  | 56   |
| Guatemala      | GTQ  | 370  |
| Honduras       | HNL  | 1,160  |
| India          | INR  | 4,240  |
| Italy          | EUR  | 55   |
| Israel         | ILS  | 280  |
| Kazakhstan     | KZT  | 11,650   |
| Mexico         | MXN  | 840  |
| Morocco        | MAD  | 420  |
| Nicaragua      | NIO  | 1,250  |
| Panama         | PAB  | 52   |
| Paraguay       | PYG  | 262,150  |
| Peru           | PEN  | 150  |
| Portugal       | EUR  | 56   |
| Romania        | RON  | 220  |
| Russia         | RUB  | 4,290  |
| South Africa   | ZAR  | 440  |
| South Korea    | KRW  | 76,440   |
| Spain          | EUR  | 55   |
| Switzerland    | CHF  | 101  |
| Türkiye        | TRY  | 360  |
| Ukraine        | UAH  | 730  |
| United Kingdom | GBP  | 60   |
| United States  | USD  | 89   |
| Uruguay        | UYU  | 2,090  |
| Venezuela      | USD  | 60   |
|                | Converted at the free exchange rate from the last day of the immediate previous month. |  |

**Annex II**

| Country        | Currency   | Allowance for each weekend (Net amounts) |
|----------------|--|--|
| Argentina      | ARS  | 12,010                                   |
| Brazil         | BRL  | 390                                      |
| Canada         | CAD  | 160                                      |
| Chile          | CLP  | 60,310                                   |
| China          | CNY  | 650                                      |
| Colombia       | COP  | 177,240                                  |
| Costa Rica     | CRC  | 58,020                                   |
| Ecuador        | USD  | 75                                       |
| El Salvador    | USD  | 56                                       |
| France         | EUR  | 85                                       |
| Guatemala      | GTQ  | 580                                      |
| Honduras       | HNL  | 1,550                                    |
| India          | INR  | 5,280                                    |
| Italy          | EUR  | 73                                       |
| Israel         | ILS  | 430                                      |
| Kazakhstan     | KZT  | 15,680                                   |
| Mexico         | MXN  | 1,710                                    |
| Morocco        | MAD  | 540                                      |
| Nicaragua      | NIO  | 1,880                                    |
| Panama         | PAB  | 83                                       |
| Paraguay       | PYG  | 416,370                                  |
| Peru           | PEN  | 300                                      |
| Portugal       | EUR  | 73                                       |
| Romania        | RON  | 290                                      |
| Russia         | RUB  | 6,900                                    |
| South Africa   | ZAR  | 810                                      |
| South Korea    | KRW  | 121,700                                  |
| Spain          | EUR  | 87                                       |
| Switzerland    | CHF  | 180                                      |
| Turkiye        | TRY  | 540                                      |
| Ukraine        | UAH  | 1,340                                    |
| United Kingdom | GBP  | 87                                       |
| United States  | USD  | 110                                      |
| Uruguay        | UYU  | 3,440                                    |
|                | USD  | 90                                       |
| Venezuela      | Converted at the free exchange rate from the last day of the immediate previous month. |  |