

**AUTOMOTORES TOYOTA COLOMBIA S.A.S.  
("ATC")**

**Manual for compliance with the regime of  
SELF-CONTROL AND MANAGEMENT OF THE INTEGRAL RISK OF MONEY LAUNDERING,  
TERRORISM FINANCING, FINANCING OF THE PROLIFERATION OF WEAPONS OF MASS  
DESTRUCTION AND REPORTING OF SUSPICIOUS OPERATIONS TO THE UIAF**

**TABLE OF CONTENTS**

**CHAPTER I POLITICS AND GENERALITIES**

- 1.1. Introduction
- 1.2. General Objectives
- 1.3. Specific Objectives
- 1.4. Mission
- 1.5. Vision
- 1.6. Scope of application

**CHAPTER II LEGAL FRAMEWORK**

- 2.1. External standards
- 2.2. ATC internal rules

**CHAPTER III DEFINITIONS**

**CHAPTER IV ELEMENTS OF SAGRILIFT**

**CHAPTER V STAGES OF SAGRILIFT**

- 5.1. Diagnostic and risk identification
- 5.2. Risk measurement or assessment
- 5.3. Adoption of controls, disclosure and documentation
- 5.4. Tracking and monitoring

**CHAPTER VI SAGRILIFT ORGANIZATIONAL STRUCTURE**

- 6.1. Strategic Level
- 6.2. Tactical Level
- 6.3. Operational Level

**CHAPTER VII POLICIES AND PROCEDURES**

- 7.1. Due diligence procedures
- 7.2. Policy on the knowledge of the Counterparties
- 7.3. Policy for the implementation of tools for identifying unusual and suspicious operations
- 7.4. Policy for the preservation of the supports of operations, businesses and contracts.
- 7.5. UIAF reporting policy

**CHAPTER VIII WARNING SIGNS**

CHAPTER IX DISSEMINATION OF THE MANUAL

CHAPTER X SANCTIONING REGIME

CHAPTER XI REVIEWS, FOLLOW-UP AND MONITORING

## CHAPTER I POLITICS AND GENERALITIES

### 1.1. INTRODUCTION

By virtue of the ordinary course of its business and the development of its corporate purpose, ATC is exposed to being used directly or through its operations as an instrument for money laundering and/or the channeling of resources towards the carrying out of terrorist activities, criminal circumstances that entail various risks for **ATC**, such as financial, strategic, operational, legal, reputational or contagion risks; which in turn have the potential to generate large losses, tarnishing the reputation achieved by **ATC** and by the brand, decreasing its competitiveness. Money laundering, terrorist financing and financing of the proliferation of weapons of mass destruction risk management (hereinafter "ML/TF/FPADM Risk") is a necessary business process within private sector companies both nationally and internationally. The solid and effective implementation of ML/TF/FPADM Risk management determines an optimal business practice at the corporate and strategic level.

The main risks have been analyzed and identified to those **ATC** may be faced in the development of activities specific to its corporate purpose, the type of business, the operation, the size, the geographic areas where it operates, once those risks that have been recommended as part of the BASC and OEA certification of ATC have been added, this manual was updated *for compliance with the regime for SELF-CONTROL AND INTEGRAL RISK MANAGEMENT MONEY LAUNDERING, TERRORISM FINANCING, FINANCING OF THE PROLIFERATION OF WEAPONS OF MASS DESTRUCTION, AND REPORTING OF SUSPICIOUS OPERATIONS TO THE UIAF*, (hereinafter the "Manual"), which in addition to being a legal obligation from which responsibilities arise, is part of **ATC's** continuous improvement cycle, KAIZEN.

Accordingly, **ATC** recognizing the importance of knowing and combating the different risk factors that could lead it to become a means for the consummation of the crimes of Money Laundering (Article 323 of the Criminal Code), Financing of Terrorism (Article 345 of the Criminal Code) and Financing of the Proliferation of Weapons of Mass Destruction (Article 363 of the Criminal Code) ("ML/TF/FPADM"), has agreed that its Shareholders, Directors and Employees must implement controls and continuously monitor **ATC's** operations in order to mitigate the ML/TF/FPADM risks to which it is exposed.

In this way, it is the duty of all Employees of **ATC** comply with all applicable laws, decrees or circulars in force, the regulations under which **ATC's** commercial operation is carried out and all internal corporate policies. Additionally, they must act in a socially responsible manner, complying with the highest ethical standards in the exercise of their activities and reflecting their diligence in the implementation of **ATC's** policies together with those of the Self-Control and Comprehensive Risk Management System for Money Laundering, Financing of Terrorism and Financing of the Proliferation of Weapons of Mass Destruction (hereinafter "SAGRILAFT").

### 1.2. GENERAL OBJECTIVES

- a) **ATC** through its Shareholders, Board of Directors, its Employees or Officials, its Clients and Suppliers and the Compliance Officer or the figure that is created or modified due to updates or changes to the Basic Legal Circular of the Superintendency of Companies, will guarantee the implementation of the policies of this Manual, which were designed in accordance with the corporate purpose and the other particular characteristics of the operation of **ATC**, and whose content was approved by the Board of Directors of **ATC**.
- b) **ATC** must provide the technological, human and physical resources necessary for the adoption of SAGRILAFT policies and will address the requirements and recommendations issued by the control entities such as: the Shareholders, the Board of Directors, the Auditor Internally, the Statutory

Auditor and the Compliance Officer, who will enforce the rules and ensure compliance with the law and SAGRILAFI guidelines.

- c) **ATC** must design and implement training programs in order to instruct all employees in compliance with SAGRILAFI regulations, and to ensure that they have the necessary tools to identify and report Warning Signs, Unusual or Suspicious Operations and thus prevent ATC from being affected by the actions of third parties involved in activities outside the framework of the law.
- d) The ethical principles and policies of this Manual must come before achieving business goals, therefore, a culture must be generated that is oriented towards applying the established rules and procedures for the prevention of any type of risk, especially Money Laundering and/or Financing of Terrorism and/or Financing of the Proliferation of Weapons of Mass Destruction.
- e) **ATC** will implement the policy of identification and knowledge of the Counterparties. In this way, the operational level of ATC will be diligent when collecting the complete data of third parties that need to relate commercially or contractually with **ATC**, and will confirm all references in the forms established for this purpose. In the event that any additional document is required, it will also be confirmed. The above, always in compliance with ATC's personal data management policies and current legislation.

### 1.3. **SPECIFIC OBJECTIVES**

- a) Prevent and/or suspend relationships of **ATC** with natural or legal persons who have, have had or are suspected of having any link with illegal operations or activities that appear on the Binding Lists.
- b) Design efficient processes for the proper knowledge of natural or legal persons who aspire to have a legal and/or commercial relationship with **ATC**: Shareholders, Suppliers, Clients, Providers, Administrators, Employees, Counterparties or any type of person, whether natural or legal; always taking into account the requirements established in the SAGRILAFI policies.
- c) Design and establish tools and applications, preferably technological, that allow for the identification of Unusual or Suspicious Operations and generate the corresponding alerts and indicators from which action can be taken in a timely and effective manner.
- d) Keep, in accordance with the terms of the law, the documentary supports of the activities or operations of ATC in order to verify the traceability of the business, and report to the competent national authorities the Suspicious Operations that are detected in the ordinary course of business of **ATC**.

### 1.4. **MISSION**

Generate peace of mind for all Shareholders, Administrators, the Statutory Auditor, Employees, Compliance Officer, Legal Representative and above all, Clients, Suppliers and Counterparties of **ATC**, when generating legal and commercial relationships with ATC as a result of effective management of identified and related risks, and also, complying with the legal and social duty that contributes to the prevention or management of the risk of ML/TF/FPADM.

**ATC** through the different control bodies that comprise it, it must maintain and ensure full compliance with SAGRILAFI, in accordance with the structure, size, corporate purpose and support activities, which allows ATC to effectively identify, measure, control and monitor these risks, and therefore, prevent ATC from being used to commit activities related to the Risk of ML/TF/FPADM.

### **1.5. VISION**

Generate a culture of self-control and risk management within ATC by defining the roles and responsibilities of each of the ATC Administrators and Employees with regard to the ML/TF/FPADM Risks and the ML/TF/FPADM Risk Sources and SAGRILAFT, preventing the connection with ATC of persons related to ML/TF/FPADM activities.

### **1.6. SCOPE OF APPLICATION**

This Manual applies to all Counterparties and to all ATC procedures and actions. It must be observed and strictly complied with in all commercial, legal or contractual relationships that ATC maintains.

## **CHAPTER II LEGAL FRAMEWORK**

The legal framework regarding ML/FT/FPADM crimes is made up of:

### **2.1. External Standards**

- a) Political Constitution of Colombia.
- b) Law 599 of 2000 “Criminal Code”, articles 323 et seq., 345 and 363 and the regulations that modify or replace it.
- c) Law 1121 of 2006. Which establishes rules for the prevention, detection, investigation and punishment of the financing of terrorism and other provisions and rules that modify or replace it.
- d) External Circular 170 of 2002 issued by the DIAN and the regulations that modify or replace it. By means of which the procedure that users of the customs and exchange service must follow to prevent, detect, control and report Suspicious Operations that may be linked to money laundering is indicated.
- e) Resolution 285 of 2007 on Foreign Trade issued by the Special Administrative Unit for Financial Information and Analysis (“UIAF”) and the regulations that modify or replace it. By which public and private warehouses; customs brokerage companies; port companies; free zone users; transport companies; international freight agents; permanent customs users and highly exporting users are required to report directly to the Financial Information and Analysis Unit.
- f) Resolution 101 of 2013 issued by the UIAF and the regulations that modify or replace it. By which natural persons, commercial companies and sole proprietorships professionally dedicated in the national territory to the purchase and sale and/or purchase and sale through consignment of new and/or used motor vehicles are required to report directly to the Financial Information and Analysis Unit.
- g) External Circular 100-000016 issued on December 24, 2020 and External Circular 100-00004 of April 9, 2021 by the Superintendency of Companies.

In addition to the regulations cited, this group includes those regulations that expand, modify, interpret or repeal those cited here.

### **2.2. ATC Internal Rules**

- a) This SAGRILAFT Manual.
- b) Vehicle Import Procedure (IL-P-01)
- c) Spare Parts Import Procedure (IL-P-04)
- d) Internal Work Regulations
- e) ATC Code of Ethics and Conduct (GH-PL-01)

- f) Recommendations and Guidelines Established by the General Shareholders' Meeting, the Board of Directors, the Legal Representative(s) and the Statutory Auditor.
- g) ATC internal policies.
- h) Function Manual for each of the existing positions in ATC.

### **CHAPTER III DEFINITIONS**

For the purposes of this Manual, without prejudice to the definition of other terms throughout this document, the terms indicated in this chapter shall be understood following the definitions indicated here, regardless of whether they are used in the singular or plural. In the event of a discrepancy between what is established here and what is stipulated in External Circular 100-000016 issued on December 24, 2020 or the regulation that modifies or replaces it, the provisions of the latter shall prevail.

**Shareholders:** They are the current and future shareholders of **ATC**.

**Asset:** is a present economic resource controlled by the Company as a result of past events.

**Virtual Asset:** It is the digital representation of value that can be traded or transferred digitally and can be used for payments or investments. Virtual assets do not include digital representations of fiat currency, securities and other financial assets that are already covered elsewhere in the FATF Recommendations.

**Administrators:** The legal representative, the liquidator, the members of the Board of Directors, boards or management committees and those who, in accordance with the statutes, perform administrative functions in **ATC** are administrators.

**APNFD:** are the designated non-financial activities and professions of Companies, which for the purposes of the External Circular 100-000016 issued on December 24, 2020 and External Circular 100-00004 of April 9, 2021 by the Superintendency of Companies are the following: (i) real estate agents sector, (ii) precious metals and stones trading sector, (iii) accounting services sector, and (iv) legal services sector.

**Geographic Area:** It is the area of the territory where the Company carries out its activity.

**ATC:** It means AUTOMOTORES TOYOTA COLOMBIA SAS

**Final Beneficiary:** It is the natural person(s) who ultimately own(s) or control(s) a client, supplier or the natural person on whose behalf a transaction is carried out. It also includes the person(s) who exercise effective and/or final control, directly or indirectly, over a legal person or other structure without legal personality.

**Customers:** Any natural or legal person with whom **ATC** establishes and maintains a contractual or legal relationship for the supply of goods or services offered by **ATC** in the ordinary course of its business.

**Reporting Committee:** It is the committee made up of the Legal Representative, the Administrative and Financial Vice President and the Compliance Officer of **ATC**, whose functions are described in CHAPTER VI of this Manual.

**ML/TF/FPADM Risk Control:** Those are all the controls, policies, processes, practices or actions that are carried out to mitigate the risk of ML/TF/FPADM, in the operations, businesses or contracts that are executed by **ATC**.

**Final Effective Control:** As provided by the FATF in the definitions contained in its recommendations, "ultimate effective control" refers to situations where ownership/control is exercised through a chain of ownership or through other means of control that are not direct control.

**Counterpart:** It refers to any natural or legal person with whom **ATC** have commercial, employment, business, contractual or legal ties of any kind. Among others, Counterparties are the Shareholders, Partners and Employees of the Company and contractors, Clients and Suppliers of goods or services.

**Due Diligence:** It is the process by which **ATC** adopts measures to ensure the Counterparty's knowledge of its business, operations, and Products and the volume of transactions it carries out as established in section 5.3.1 of External Circular 100-000016 issued on December 24, 2020 by the Superintendency of Companies.

**Enhanced Due Diligence:** It is the process by which **ATC** adopts additional and more intensive measures to ensure the knowledge of the Counterparty, its business, operations, Products and the volume of its transactions, as established in section 5.3.2. of External Circular 100-000016 issued on December 24, 2020 by the Superintendency of Companies.

**Material Deviation:** Any deviation that, in the opinion of the vice-presidency that detects it, may be considered a Suspicious Operation and that cannot be reasonably supported by the Counterparty.

**Employees or Officials:** They are all the people who provide their services in **ATC**, through an employment and/or subordination and/or service relationship. This definition includes Legal Representatives, Directors and other Employees.

**Risk Factor:** Those are the possible elements or causes that generate ML/TF/FPADM Risk for the Company.

**Terrorism Financing (TF):** means the financial support and circulation of resources in any possible way, which encourage, plan or are involved in the carrying out of terrorist activities or the acquisition or concealment of assets derived from, or intended to be used for, the development of such activities. It is classified as a crime in article 345 of the Criminal Code.

**Financing the Proliferation of Weapons of Mass Destruction (FTPADM):** It is any act that provides funds or uses financial services, in whole or in part, for the manufacture, acquisition, possession, development, export, transfer of material, fractionation, transportation, transfer, storage or dual use for illegitimate purposes in contravention of national laws or international obligations, when the latter is applicable.

**FATF:** is the Financial Action Task Force. It designs review standards on issues of money laundering and terrorist financing.

**GAFLAFT:** is the Financial Action Task Force of Latin America.

**Board of Directors:** corporate body defined in accordance with the ATC statutes.

**Money Laundering (ML):** means the process by which an attempt is made to give the appearance of legality to the resources generated by illicit or criminal activities. In Colombia, it corresponds to the conduct contemplated in article 323 of the Penal Code, where it is classified as a crime.

**ML/TF/FPADM:** It refers to Money Laundering, Financing of Terrorism and Financing of the Proliferation of Weapons of Mass Destruction. These terms will have the meaning granted in the applicable Colombian law.

**Binding Lists:** We refer to the definition established in Chapter X of Circular 100-000016 of the Supersociedades of December 24, 2020 and the regulation that modifies, clarifies or replaces it.

**Reasonable Measures:** These are sufficient, appropriate and measurable actions in quality and quantity to mitigate the ML/TF/FPADM Risk, taking into account the risks inherent to the Obligated Company and its materiality.

**Monitoring:** It is the continuous and systematic process through which the efficiency and effectiveness of the SAGRILAFT policy, process and procedure is verified to identify achievements and weaknesses in order to take the necessary corrective measures and carry out continuous monitoring to verify compliance.

**ML/TF/FPADM risk matrix:** It is one of the instruments that allows **ATC** to identify, individualize, segment, evaluate and control the ML/TF/FPADM Risks to which it could be exposed, in accordance with the ML/TF/FPADM Risk Factors identified.

**Compliance Officer:** We refer to the definition established in Chapter X of Circular 100-000016 of the Supersociedades of December 24, 2020 and Circular 100-000004 of April 9, 2021 or the regulation that modifies, clarifies or replaces it and whose functions are detailed in section 5.1.4.3.2.

**Operation Attempted:** It refers to an operation in which a natural or legal person intends to carry out a Suspicious Operation, however, the controls implemented did not allow it to be carried out or the person desists from it.

**Unusual Operation:** These are operations whose amount or characteristics are not related to the ordinary or normal economic activity of the Clients and/or Suppliers or, which due to their number, quantity or characteristics do not fall within the guidelines of normality or ordinary business practices in the automotive sector.

**Suspicious Operation:** This is an Unusual Operation that, according to the uses and customs of the automotive sector, cannot be reasonably justified. These operations are reported to the UIAF. The following factors must be considered as a minimum for the identification of Suspicious Operations: (i) origin and destination of the commercial operation; (ii) frequency of the operations; (iii) value and type of merchandise; (iv) mode of transport operation; (v) form of payment for the transaction; (vi) inconsistencies in the information provided by business partners; and (vii) requirements that arise from what is established. This type of operations includes attempted or rejected operations that contain elements that give them the character of suspicious. To report a Suspicious Operation, it is not necessary to be certain that it is a criminal activity.

In accordance with the provisions of Circular 170 of the DIAN, a Suspicious Operation is understood to be one that, due to its number, quantity, frequency or characteristics, may reasonably lead to the conclusion that any type of goods and services derived from criminal activities are being hidden, concealed, insured, guarded, invested in, acquired, transformed or transported, or when the appearance of legality is being given to the operations or funds linked to them.

Suspicious transactions are identified because they are not related to the client's ordinary course of business.

**Politically Exposed Persons or “PEPs”:** means politically exposed persons, that is, public servants of any system of nomenclature and job classification of the national and territorial public administration, when in the positions they occupy, they have in the functions of the area to which they belong or in those of the job file they occupy, under their direct responsibility or by delegation, the general direction, formulation of institutional policies and adoption of plans, programs and projects, the direct management of assets, money or securities of the State. These may be through expenditure management, public contracting, management of investment projects, payments, liquidations, administration of movable and immovable property. It also includes Foreign PEPs and PEPs of International Organizations.

**Politically Exposed Persons of International Organizations or “PEPs of International Organizations”:** These are natural persons who perform management functions in an international organization, such as the United Nations, the Organization for Economic Cooperation and Development, the United Nations Children's Fund (UNICEF) and the Organization of American States, among others (e.g. directors, deputy directors, members of the Board of Directors or any person who performs an equivalent function).

**Politically Exposed Foreign Persons or “Foreign PEPs”:** These are natural persons who perform prominent and distinguished public functions in another country. In particular, the following persons: (i) heads of state, heads of government, ministers, undersecretaries or secretaries of state; (ii) congressmen or parliamentarians; (iii) members of supreme courts, constitutional courts or other high judicial bodies whose decisions are not normally subject to appeal, except in exceptional circumstances; (iv) members of courts or of the boards of directors of central banks; (v) ambassadors; (vi) chargés d'affaires; (vii) senior officials of the armed forces; (viii) members of the administrative, management or supervisory bodies of state-owned enterprises; (ix) members of reigning royal families; (x) prominent leaders of political parties or movements; and (xi) legal representatives, directors, deputy directors, members of senior management



and members of the Board of an international organization (e.g. heads of state, politicians, high-ranking government, judicial or military officials and senior executives of state-owned enterprises).

**Products:** These are the goods and services offered by **ATC** in the ordinary course of development of its corporate purpose.

**Suppliers:** They are the natural or legal persons with whom **ATC** has commercial or legal links for the provision of services or acquisition of goods for the benefit of **ATC**.

**Risk of Contagion:** It is the possibility of loss that **ATC** may suffer, directly or indirectly, for an activity, action or experience related to the Counterparties and the ML/TF/FPADM Risk Sources.

**Risk of ML/TF/FPADM:** It is the possibility of loss or damage that **ATC** may be suffered when used directly or indirectly as an instrument for ML/TF/FPADM activities.

**Inherent Risk:** It is the level of risk inherent to the activity, without taking into account the effect of controls.

**Legal Risk:** Legal risk is the possibility of loss incurred by an entity when it is sanctioned or forced to compensate damages as a result of non-compliance with rules or regulations and contractual obligations. Legal risk also arises as a consequence of failures in contracts and transactions, derived from malicious actions, negligence or involuntary acts that affect the formalization or execution of contracts or transactions.

**Operational Risk:** It is the possibility of incurring losses due to deficiencies, failures or inadequacies in human resources, processes, technology, infrastructure or due to the occurrence of external events. This definition includes Legal Risk and Reputational Risk.

**Reputational Risk:** It is the possibility of loss incurred due to disrepute, bad image, negative publicity, true or not, regarding **ATC** and its business practices, which causes loss of Clients, decrease in income or leads to legal proceedings.

**Residual Risk:** It is the resulting level of risk after applying the controls.

**ROE:** It is the Individual Cash Transaction Report. It is an operation that involves payments through delivery or receipt of cash (bills or coins) for an amount equal to or greater than the sum of TEN MILLION PESOS (COP\$ 10,000,000) or its equivalent in another currency.

**ROS:** This is the Suspicious Operations Report. It is an operation that, due to its number, quantity or characteristics, does not fit within the normal system and practices of the business, of an industry or of a specific sector and, in addition, according to the uses and customs of the activity in question, it could not be reasonably justified.

**RTCV:** It is the Report of Transactions for the Purchase and Sale of Motor Vehicles. It must be completed in accordance with the Resolution 101 of 2013 issued by the UIAF.

**SAGRILAF:** It is the Self-Control and Risk Management System for Money Laundering and Terrorism Financing contained in this Manual.

**Warning Sign:** These are abnormal circumstances that, in the opinion of the Employee or Official, justify further analysis given that they may constitute an Unusual Operation and are those enshrined in Chapter VIII of this Manual.

According to the provisions of Circular 170 of the DIAN, a warning sign is understood to be any type of information, conduct or activity that should attract attention, as it may be an indication that allows the detection of an unusual or suspicious operation linked to money laundering operations. The fact that an operation appears on the list of risks such as those contained in the ANNEX of Circular 170 of the DIAN, does not mean that it, by itself, is linked to illegal activities. It is necessary to study each of the operations in order to verify whether they are unusual or suspicious within the ordinary course of the user's activities.

**SIREL:** It is the Online Reporting System Managed by the UIAF. It is a WEB tool that allows reporting entities to upload and/or report online the information of the obligations established in the regulations of each sector, in an efficient and secure manner, available 24 hours a day, 7 days a week and 365 days a year.

**SMLMV:** is the current legal monthly minimum wage.

**UIAF:** It is the Financial Information and Analysis Unit of the Ministry of Finance and Public Credit, with the functions of intervening in the economy to prevent and detect ML/TF/FPADM.

In any case, in the event of doubts about the definitions included here, the definition that has been included in the External Circular 100-000016 issued on December 24, 2020 and External Circular 100-00004 of April 9, 2021 by the Superintendency of Companies and any regulation that modifies or replaces it.

## **CHAPTER IV ELEMENTS OF SAGRILAFT**

The ATC SAGRILAFT is composed of the following elements:

- 4.1. The Policies:** It corresponds to the general guidelines established by ATC with the aim of (i) structuring the procedures for identification, measurement and control of the ML/TF/FPADM Risk, (ii) guiding the conduct of all its directors, Officers and Employees.
- 4.2. The Procedures:** It corresponds to the means or procedures established by ATC for the proper implementation and operation of the stages of SAGRILAFT contained in this Manual.
- 4.3. The Documentation:** It corresponds to the physical and/or digital records or media of the management of control and due diligence of the ML/TF/FPADM Risk, which must be kept by ATC under the terms of the law.
- 4.4. The Organizational Structure:** It corresponds to all those Officials, Employees or ATC bodies to whom certain functions or responsibilities have been assigned in relation to the stages of SAGRILAFT and who support the management of ML/TF/FPADM Risks.
- 4.5. The Control Bodies:** These are the bodies responsible for carrying out the evaluation of SAGRILAFT in order to determine its faults or weaknesses and take the appropriate corrective measures.
- 4.6. The Technological Infrastructure:** It corresponds to the tools, platforms or systems necessary for the implementation of SAGRILAFT.
- 4.7. Information disclosure procedures:** It corresponds to the System of Report of Suspicious Operations or Attempted Operations established by ATC in order to inform the UIAF and other corresponding authorities in a timely manner.
- 4.8. Training Processes:** It corresponds to the plans, programs or sessions designed by ATC with the objective of ensuring that its Officers, Employees and Directors correctly apply the legal provisions on the schemes and structure of SAGRILAFT and all internal procedures related to the process of marketing vehicles, spare parts and accessories.

## **CHAPTER V STAGES OF SAGRILAFT**

For the development and implementation of SAGRILIFT, ATC has combined a set of methodologies that allow it to cover both the prevention of ML/FT/FPADM risks and their administration. By following a series of logical steps, a system was structured to effectively identify, measure, control and monitor the ML/TF/FPADM Risk.



**FIRST STAGE – Diagnosis and identification of risk.** This stage was divided into two parts:

- a) The main objective of the first part was to understand the context of **ATC**, the characteristics of its activity, and to define the methodology for identifying the risk of ML/FT/FPADM and the ways in which said risk can materialize. In order to carry out this stage, a meeting was held with the participation of the Principal and Alternate Compliance Officer, Internal Audit Manager, Legal Coordinator and Quality Coordinator.
- b) In the second part, the sources of ML/TF/FPADM Risk, inherent to the development of the corporate purpose of **ATC**.

**SECOND STAGE. - Measurement or evaluation of risks.** At this stage, **ATC** measured the level of impact and vulnerability of each of the ML/FT/FPADM Risk events. This measurement was updated in 2023 in accordance with Toyota's international standards for risk management and following the guidelines established by current regulations.

Based on the aforementioned classification, the Risk Matrix was prepared and the risks related to the occurrence of the ML/FT/FPADM Risk and its residual risk; which was prepared and shared with all the leaders and employees of **ATC**, and who in turn shared it with their work teams, having the opportunity to make comments and observations on it. We must highlight that this risk matrix has been updated in order to include the recommendations that the BASC committee has carried out in relation to the analysis of the source crimes of money laundering and their impact on the operation of **ATC**.

The following considerations have been taken into account in preparing the segmentation of risks associated with the company's operations:

**DEALERS AS THIRD PARTIES, PRODUCTS AND DISTRIBUTION CHANNEL:** Priority has been given to dealers, who due to their nature and their relationship with the product sales operation could represent a greater risk in the event of materialization. For this reason, dealer linking processes are more demanding in compliance with the due diligence and customer knowledge process.

**DIPLOMATS AS THIRD PARTIES:** Diplomatic agents must complete additional processes in order to materialize their connection and in compliance with the due diligence and customer knowledge process.

**THIRD STAGE.- Adoption of controls, disclosure and documentation.** Its main objective is to take measures to control the risks of ML/FT/FPADM, detect Unusual Operations or Suspicious Operations and

reduce their possibility of materialization. Additionally, it seeks to establish training and dissemination of SAGRILAFT to Officials, Employees and Counterparties, as identified as necessary.

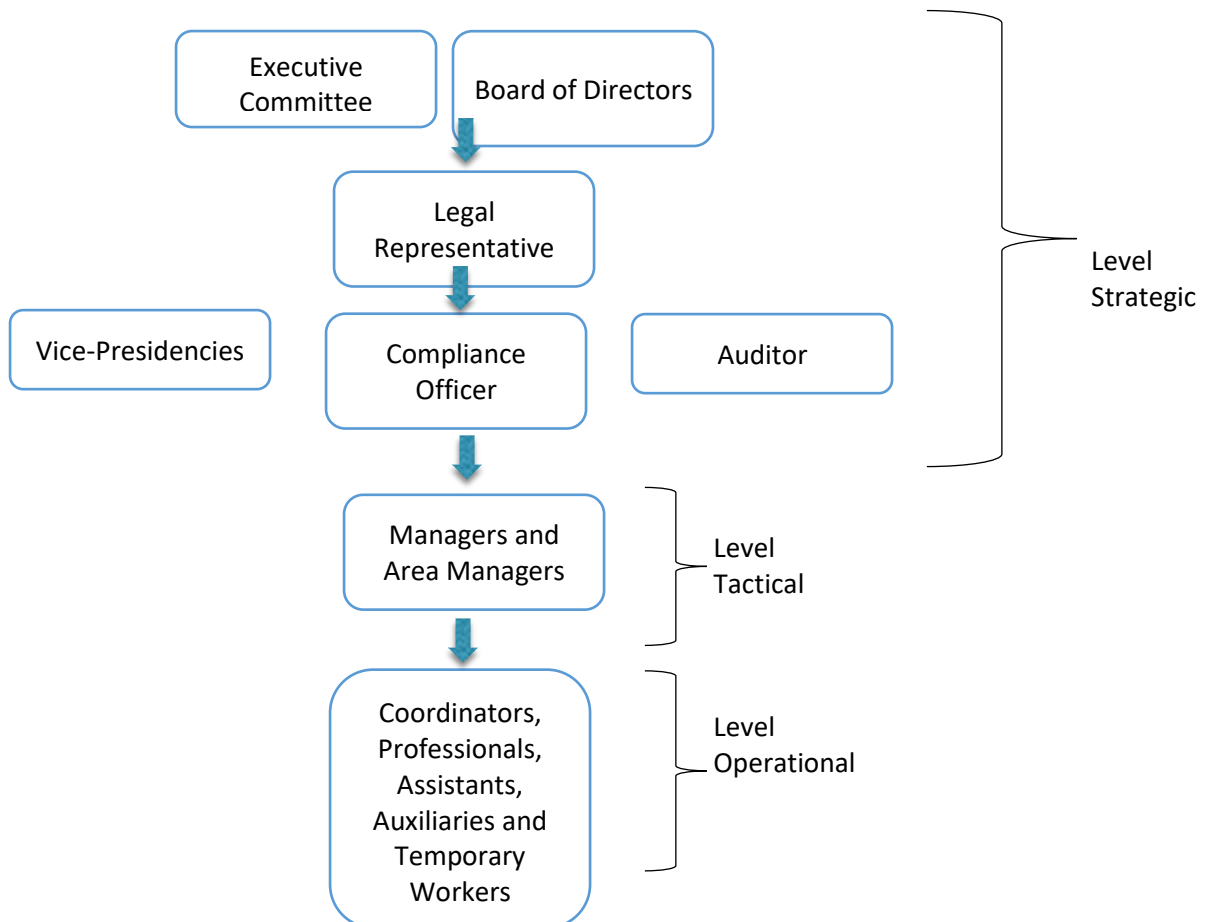
**FOURTH STAGE.- Follow-up or Monitoring.** Its main objective is to carry out effective monitoring that facilitates the rapid detection and correction of deficiencies that arise in the implementation of the system to ensure that the controls are comprehensive of all the ML/TF/FPADM Risks of **ATC**.

It is the responsibility of each recipient of this manual to identify and notify when ATC enters new markets or offers new Products, in order to assess the ML/TF/FPADM Risks related to them. For this purpose, the person responsible for the new business or product, with the support of the Compliance Officer, will cite, perform the analysis and leave the corresponding record.

## CHAPTER VI ORGANIZATIONAL STRUCTURE

The organic structure of SAGRILAFT was developed based on the scope and objective of the process of importing, distributing and marketing TOYOTA vehicles, spare parts and accessories in Colombian territory, at its strategic, tactical and operational levels. Consequently, the bodies, officials or employees to whom certain functions and responsibilities should be assigned for the correct and efficient application of SAGRILAFT were identified.

**CHART: SAGRILAFT ORGANIZATION CHART**



Below is a detailed description of each of the levels listed, explaining precisely and clearly the functions and responsibilities associated with each of them.

**6.1. STRATEGIC LEVEL:** It is made up of those bodies, Officials and/or Employees who have the capacity to define the policies, guidelines and procedures under which the **ATC's** SAGRILIFT will be developed, implemented and monitored.

**6.1.1. Characteristics:**

- a) Defining instance par excellence, that is, its decisions include the responsibilities of orientation and reorientation of management at tactical and operational levels.
- b) Responsible for defining the level of ML/TF/FPADM Risk that the organization is willing to assume under the execution of its activities. It is at this level where all the fundamental guidelines for SAGRILIFT control and monitoring are defined.
- c) Responsible for the overall performance of SAGRILIFT.

**6.1.2. Responsibilities:** Below is a description of the responsibilities corresponding to each of the positions that are part of the strategic level.

**6.1.2.1. Executive Committee**

- a) Know the SAGRILIFT policies.
- b) Be aware of the reports submitted by the Legal Representative, the Auditor and the Compliance Officer.

**6.1.2.2. Board of Directors**

The functions of the Board of Directors shall be as follows, in accordance with the provisions of Section 5.1.4.1. of Chapter X of the Basic Legal Circular:

- a) Establish and approve a ML/TF/FPADM Policy for the Obligated Company.
- b) Approve the SAGRILIFT and its updates, presented by the legal representative and the Compliance Officer.
- c) Approve the SAGRILIFT procedures manual and its updates.
- d) Select and appoint the Compliance Officer and his/her respective alternate, where appropriate.
- e) Analyze in a timely manner the reports on SAGRILIFT, on the proposals for corrective measures and updates presented by the Compliance Officer, and make decisions regarding all the issues discussed therein. This must be recorded in the minutes of the corresponding body.
- f) Timely analyze the reports and requests submitted by the Legal Representative.
- g) To make a decision on the reports submitted by the fiscal auditor or the internal and external audits, which are related to the implementation and operation of SAGRILIFT, and to follow up on the observations or recommendations included. This follow-up and its periodic progress must be indicated in the corresponding minutes.
- h) Order and guarantee the technical, logistical and human resources necessary to implement and maintain the SAGRILIFT in operation, according to the requirements made for this purpose by the Compliance Officer.
- i) Establish and approve the criteria established herein to approve the affiliation of a Counterparty when it is a PEP.
- j) Establish guidelines and determine those responsible for carrying out audits on the compliance and effectiveness of SAGRILIFT if so determined.
- k) Verify that the Compliance Officer has the necessary availability and capacity to carry out his/her duties.
- l) Verify that the Obligated Company, the Compliance Officer and the Legal Representative carry out the activities designated in Chapter X and in the SAGRILIFT.

**j) Identify Warning Signs and Report Them.**

In addition to these functions, the Board of Directors must guarantee and recognize that the Compliance Officer has the capacity to make decisions to manage the ML/TF/FPADM Risk and have direct communication with, and report directly to, the Board of Directors.

**6.1.2.3. Legal Representative**

The Legal Representative shall perform the following functions in accordance with the provisions of Section 5.1.4.2. of Chapter X of the Basic Legal Circular:

- a)** Submit to the Compliance Officer, for approval by the Board of Directors, the SAGRILIFT proposal and its updates, as well as its respective procedures manual.
- b)** Study the results of the ML/TF/FPADM Risk assessment carried out by the Compliance Officer and establish the corresponding action plans.
- c)** Efficiently allocate the technical and human resources, determined by the Board of Directors, necessary to implement SAGRILIFT.
- d)** Verify that the Compliance Officer has the necessary availability and capacity to carry out his/her duties.
- e)** Provide effective, efficient and timely support to the Compliance Officer in the design, direction, supervision and monitoring of SAGRILIFT.
- f)** Identify Warning Signs and report them to the Compliance Officer.
- g)** Submit to the Board of Directors or the highest corporate body, the reports, requests and alerts that it considers should be handled by said bodies and that are related to SAGRILIFT.
- h)** Ensure that the activities resulting from the development of SAGRILIFT are duly documented, so that the information responds to criteria of integrity, reliability, availability, compliance, effectiveness, efficiency and confidentiality.
- i)** Certify before the Superintendency of Companies compliance with the provisions of this Chapter X, when required by this Superintendency.
- j)** Verify that SAGRILIFT procedures develop the ML/TF/FPADM Policy adopted by the Board of Directors.
- k)** Immediately inform the Compliance Officer once you receive alert reports from the personnel under your charge.

**6.1.2.4. Vice Presidents.**

The functions of the vice presidents shall be the following:

- a)** To make a statement regarding the reports submitted by the Auditor and the Compliance Officer for SAGRILIFT.
- b)** Identify Warning Signs and report them to the Compliance Officer.
- c)** Verify and analyze the relevance of SAGRILIFT identification, measurement, control and monitoring methodologies in your area.
- d)** Request any reports they consider appropriate for the proper development of their functions.
- e)** Take appropriate measures as a result of the evolution of ML/TF/FPADM risk factors in your area.
- f)** Evaluate the problems found and request the corresponding improvement actions from your subordinates or dependents.
- g)** Support the Compliance Officer in the development of internal training programs.
- h)** Propose to the Legal Representative and the Compliance Officer the updating or modification of the Manual when they consider it pertinent.
- i)** Establish tools and applications, preferably technological, that allow for the identification of Unusual Operations and Suspicious Operations. These technological platforms must generate

indicators and alerts from which it is possible to infer and warn of the existence of situations that do not conform to the normality guidelines established by the Company.

- j) Immediately inform the Compliance Officer once you identify or receive reports of Unusual or Suspicious Operations or when Warning Signs appear.

#### **6.1.2.5. Compliance Officer**

The functions of the Compliance Officer, in accordance with the provisions of Section 5.1.4.3.2 of Chapter X of the Basic Legal Circular, shall be the following:

- a) Ensure effective, efficient and timely compliance with SAGRILAFT.
- b) Submit, at least once a year, reports to the Board of Directors or, failing that, to the highest corporate body. At a minimum, the reports must contain an evaluation and analysis of the efficiency and effectiveness of SAGRILAFT and, if applicable, propose the respective improvements. Likewise, demonstrate the results of the Compliance Officer's management, and of the Company's administration, in general, in compliance with SAGRILAFT.
- c) Promote the adoption of corrective measures and updates to SAGRILAFT, when circumstances require it and at least once every two (2) years. To do so, the Board of Directors or the highest corporate body, as the case may be, must be presented with the proposals and justifications for the corrective measures and updates suggested to SAGRILAFT.
- d) Coordinate the development of internal training programs.
- e) Evaluate the reports submitted by the internal audit or whoever performs similar functions or takes its place, and the reports submitted by the Statutory Auditor or the external audit, if applicable, and adopt Reasonable Measures in response to the reported deficiencies. If the measures to be adopted require authorization from other bodies, the competent bodies must be encouraged to be informed of these matters.
- f) Certify before the Superintendency of Companies compliance with the provisions of this Chapter X, as required by the Superintendency of Companies.
- g) Verify compliance with the Due Diligence and Enhanced Due Diligence procedures applicable to the Company. 16/27 EXTERNAL CIRCULAR 2020-01-680161 SUPERINTENDENCY OF SOCIETIES.
- h) Ensure the proper archiving of documentary supports and other information related to the management and prevention of the ML/TF/FPADM Risk.
- i) Design the methodologies for classification, identification, measurement and control of the ML/TF/FPADM Risk that will form part of SAGRILAFT.
- j) Conduct the ML/TF/FPADM Risk assessment to which the Company is exposed.
- k) Submit the Suspicious Operations Report to the UIAF and any other report or report required by current provisions, as established by said regulations and this Chapter X. All Suspicious Operations detected in the ordinary course of business or activities must be reported immediately to the UIAF. The report must be made as an ROS through the SIREL.
- l) Notify the Prosecutor's Office and report immediately to the UIAF via email: [cumplimentogafi67@uiaf.gov.co](mailto:cumplimentogafi67@uiaf.gov.co) in the event that any property, asset, product, fund or right of ownership in the name of or under the administration or control of any country, person or entity included in the Binding Lists is identified or verified.
- m) Identify Warning Signs and Report Them.
- n) In the event that a quarter passes without the Obligated Company submitting a STR, the Compliance Officer, within ten calendar days following the expiration of the respective quarter, must submit a report of the absence of STR or AROS through SIREL.
- o) Prepare and update this Manual.
- p) Coordinate the development of internal training programs.

- q) Certify before the Superintendency of Companies compliance with the provisions of its external circulars, as required by this supervisory entity.
- r) Ensure that reports of suspicious transactions sent to the UIAF are confidential.
- s) Make proposals for improvement when appropriate.
- t) Submit to the legal representative of ATC a detailed monthly report of the tasks under his/her responsibility, in accordance with the provisions of Circular 170 of 2002.
- u) Submit reports of Suspicious Operations, absence of Suspicious Operations, individual cash transactions or absence of individual cash transactions, as appropriate, and in accordance with the frequency prescribed by the UIAF.

#### **6.1.2.6. Internal Audit**

According to Section 5.1.4.6. of Chapter X of the Basic Legal Circular, the following are the functions of the Auditor:

- a) Include in your annual audit plans the review of the effectiveness and compliance of SAGRILAF, the result of these audits must be communicated to the Legal Representative, the Compliance Officer and the Board of Directors.
- b) Identify Warning Signs and report to the Compliance Officer.
- c) Make proposals for improvement when appropriate.

#### **6.1.3. Express Determination of the Compliance Officer's Work:**

Below is a description of (i) the profile of the Compliance Officer;  
(ii) incompatibilities and disqualifications; (iii) management of conflicts of interest; and (iv) the specific functions assigned to it.

- (i) Compliance Officer Profile. The compliance officer must comply with the minimum requirements to be designated as a Compliance Officer established in section 5.1.4.3.1. of Chapter X of Circular 100-000016 of the Supersociedades of December 24, 2020. Additionally, he/she must be a university graduate with work experience.
- (ii) Incompatibilities and disqualifications of the Compliance Officer. The following are considered:
  - a) Be appointed or perform the functions of tax auditor, accountant, internal or external auditor or be a legal representative of ATC.
  - b) People who are related up to the fourth degree of consanguinity, second degree of affinity, first degree of civil kinship, or with whom they are linked by marriage or permanent union with the tax auditor, accountant, internal or external auditor or the legal representative of ATC.
  - c) Serve as Compliance Officer in more than 10 companies required to implement SAGRILAF.
- (iii) Compliance Officer Conflict of Interest Management. The Compliance Officer shall follow the process set forth in paragraph 6 of the Code of Ethics and Conduct (GH-PL-01) in case of conflict of interest.
- (iv) Specific functions assigned to the Compliance Officer. Apart from the functions specified in this document and those established by law, the compliance officer will not have any other functions.

**6.2. TACTICAL LEVEL:** Those who will also be responsible for the application and evaluation of SAGRILAF. It is made up of the different Managers and Heads of area of ATC.

#### **6.2.1. Characteristics:**



- a) Identifies the needs, creates and implements the mechanisms and programs necessary to make the guidelines generated by the strategic level operational.
- b) Exercises direct supervision and control over the operational level, managing concepts of teamwork and continuous improvement, within a scheme of updating and delegation to said levels.
- c) Provides feedback at the strategic level so that SAGRILIFT policies are complied with and respond effectively to changes observed in the management of operational levels and ensure that results are achieved.

**6.2.2. Responsibilities:** A description of the responsibilities corresponding to the tactical level is provided below.

- a) Recurrently verify strict compliance with the SAGRILIFT registration, monitoring and control procedures.
- b) Identify Warning Signs and report to the Compliance Officer.
- c) Follow up on reports or alerts regarding ML/FT/FPADM Risk raised by Employees or Officials in your area.
- d) Make effective the measures adopted by the strategic level to mitigate the Inherent Risk of **ATC**.
- e) Provide the Compliance Officer with the information required to prepare the respective reports under his/her responsibility.
- f) Communicate and implement the established policies and procedures regarding ML/TF/FPADM, in their respective work areas.
- g) Immediately report to the Compliance Officer or whoever takes his place, any fact or abnormality that occurs within the ordinary course of business. **ATC**, which may eventually be considered as an Unusual or Suspicious Operation or when Warning Signs appear, and record it in the Internal Report of Unusual and Suspicious Operations.
- h) Ensure the complete and adequate verification of the information provided by the Counterparties.
- i) Train new Officers and Employees in their area on the ML/TF/FPADM policies that ATC has defined in accordance with the mechanisms established by the Compliance Officer.

**6.3. OPERATIONAL LEVEL:** Finally, there is the operational level on which the greatest responsibility lies with respect to SAGRILIFT, since this is where the information that will feed the organization's Risk profile is generated.

**6.3.1. Characteristics:**

- a) Responsible for the identification, proposal and execution of the plans and programs defined for each area, under conditions of quality, timeliness, efficiency and continuous improvement.
- b) Provides feedback at the tactical level to introduce timely modifications to plans, programs and procedures, in order to ensure the effectiveness of operational results and the fulfillment of goals.

**6.3.2. Responsibilities:** A description of the responsibilities corresponding to the operational level is provided below.

- a) Strictly comply with the policies established in SAGRILIFT.
- b) Report any anomaly, deviation or deficiency that SAGRILIFT may present within its components and structural elements.
- c) Actively participate in training or dissemination programs regarding SAGRILIFT's progress and/or developments.
- d) Proactively contribute to mitigating the risks to which the organization is exposed, linked to its activity of marketing vehicles, spare parts and accessories.

- e) Act with honesty, timeliness, diligence and effectiveness in the assigned activities in order to contribute to the mitigation of risks.
- f) Immediately report to your superior and to the Compliance Officer or whoever takes his place, any fact or abnormality that arises within the relationship with Clients, Suppliers, contractors and Employees that may eventually be considered as an Unusual or Suspicious Operation or when Warning Signs appear, in the Internal Report of Unusual and Suspicious Operations.
- g) Ensure the complete and adequate verification of the information provided by the Counterparties.

#### **6.4. EXTERNAL – FISCAL AUDITOR:**

According to Section 5.1.4.5. of Chapter X of the Basic Legal Circular, the functions of the Statutory Auditor shall be as follows:

- a) For the purposes of the provisions of numeral 10 of article 207 of the Commercial Code, the Statutory Auditor must request a username and password in the SIREL administered by the UIAF, to send the ROS.
- b) In any case, the Statutory Auditor, despite the obligation to maintain professional confidentiality in everything that he or she knows by reason of the exercise of his or her profession, by virtue of the responsibility inherent to his or her functions and in accordance with the cases in which said confidentiality may be lifted, has the duty to reveal information when required by law. Thus, for example, when in the course of his or her work a Statutory Auditor discovers information that leads to suspicion of possible acts of ML/FT/FPADM/FPADM, he or she has the obligation to refer these suspicions to the competent authority. The tax auditors are covered by the general duty of reporting to which citizens are subject (article 67 CPP). The corresponding complaints must be submitted within six (6) months from the moment in which the tax auditor had knowledge of the facts.

## **CHAPTER VII CONTROLS, POLICIES AND PROCEDURES**

### **7.1. DUE DILIGENCE PROCEDURES**

#### **7.1.1. Customer Knowledge:**

For **ATC**, it is important to have adequate knowledge of the markets in which it operates and the activities carried out by its Clients and Counterparties, as well as to use Due Diligence to identify Clients and Counterparties in advance and completely, and to periodically update said information.

Prior to the start of the contractual or legal relationship, the Due Diligence procedures that are part of SAGRILAFT must have been complied with, attaching the required or required supporting documents for this purpose. Likewise, the Counterparty's connection must have been approved by the Legal Analyst, the Legal Coordinator or whoever takes their place. If ATC cannot carry out the Due Diligence satisfactorily, it must evaluate the relevance of starting or ending the legal or contractual relationship, as well as the appropriateness of reporting the operation as suspicious. Exceptionally, ATC may complete the verification after the business relationship has been established, provided that this occurs as soon as reasonably possible and is in accordance with those cases that are essential to not interrupt the normal conduct of the operation. Given the complexity of identifying these events specifically, the following procedure will be followed for this:

- i) The vice-presidency that requires applying the exception will explain to the Administrative and Financial Vice-Presidency that if it is not approved, it will affect the normal conduct of the operation.

ii) The Administrative and Financial Vice-Presidency will be responsible for authorizing or not the operation under these conditions.

If ATC is unable to carry out Due Diligence satisfactorily once the business relationship has been established, ATC shall assess in accordance with this policy whether to continue with the contractual relationship and whether it is appropriate to file a STR in relation to the Counterparty.

It should be noted that ATC's main activity is the import and marketing within Colombian territory of TOYOTA brand motor vehicles, as well as their spare parts and accessories. To this end, ATC has entered into several concession contracts with legal entities other than ATC, dedicated to the marketing of new and used vehicles, spare parts and service, who purchase ATC Products to then sell them to the final consumer.

On the other hand, ATC also carries out the transfer of bills of lading to diplomats, as part of the sales processes managed by its network of dealers, who benefit from special regulations regarding vehicle imports. ATC also carries out sales operations of vehicles and spare parts directly to its employees and commercial partners and employees of its commercial partners.

In any of the above-mentioned scenarios, once the Client interested in acquiring ATC Products has been endorsed by the company's legal representative, the Client identification and knowledge procedure must be carried out. In this regard, the following steps will be followed:

- a)** Verification of Client and Final Beneficiary Data: In all cases, the ATC Employee or Officer in charge of the Client's linking process must verify at least the following data: (i) full name, (ii) type of identification and number, (iii) contact address and telephone number, (iv) and if applicable: (a) name of the legal representative and his/her identification, (b) name of the contact person and his/her position, (c) certificate of existence and legal representation issued by the Chamber of Commerce or the authority in charge of issuing the equivalent certification, and (d) the corresponding corporate authorization if required and (e) a declaration regarding its Final Beneficiaries which will be recorded within the GJ-F-01 format. The data presented by the client must correspond to that registered within the support format for the client creation process, CO-F-01.
- b)** Verification in Binding Lists In all cases, the Employee of the Vice Presidency of Sales and Planning in charge of the process of linking or creating the Client must verify the Client's data in the Restrictive Lists or through the technological platform that ATC hires for this purpose. The verification in Restrictive Lists for the linking or creation of new Clients and Counterparties, as well as the updating of the information of existing Clients and Counterparties with which an ongoing relationship is maintained, is a requirement to have or maintain operations with them. The report obtained after the verification in Restrictive Lists must be saved by the ATC Employee or Official in charge of the process of linking or creating the Client.

In the event that the search results in the Client being reported, the operation must be immediately escalated as an Alert Signal to the Compliance Officer, so that the respective decisions regarding the business can be made, such as: (i) conduct the business, (ii) refrain from conducting the business, (iii) suspend the business until a decision is made together with the Reporting Committee.

In any case, it will be the responsibility of the Compliance Officer to report all suspicious activities that are detected to the Financial Information and Analysis Unit (UIAF), through the SIREL or the platform provided for this purpose by the UIAF. It is also the responsibility of the Compliance Officer to inform the Prosecutor's Office and immediately report to the UIAF via email [cumplimentogafi67@uiaf.gov.co](mailto:cumplimentogafi67@uiaf.gov.co) in the event that any good, asset, is identified or verified

product, fund or right of ownership in the name of, or under the administration or control of, any country, person or entity included in the Binding Lists.

**Declaration of lawful origin of resources:** In all cases, the signature of the purchase order, contract or registration form must be obtained from the Client, which will include a written declaration indicating that the origin of the Client's resources is lawful, format GJ-F-01.

If the Client offers to pay a higher price, pay in advance or any other type of operation, in exchange for not complying with the process of completing forms to identify him/her, the Employee or Official must refrain from doing business with said Client, and in addition, the ATC Alert Signals must be activated to initiate the internal procedure in order to determine if a Suspicious Operation or Attempted Operation is configured that must be reported to the UIAF.

- c) **Consignments.** When the Client is going to deposit the value of the Product in ATC's bank accounts, he/she must indicate the name of the consignee. In this way, the person making the deposit can be identified, thereby reducing the ML/TF/FPADM Risk generated by the management of these bank accounts. In any case, the provisions indicated in the CA-PL-01 portfolio policy must be complied with.
- d) **Information support.** All the information mentioned in the previous sections must be duly documented and supported and stored in a Client Database in order to consolidate and identify current or future alerts. This database will be updated annually with respect to those Clients with whom ATC has active commercial relations.  
In any case, the name of the Employee or Official who carried out the Client's linking process and the information update process must be documented, as well as the date and time in which it was carried out, in order to prove the due and timely diligence on the part of **ATC**.
- e) **Politically exposed persons.** Stricter controls must be in place when having business relationships with politically exposed persons. In this way, an Enhanced Due Diligence process must be carried out, inquiring about the authorization to contract granted by the competent body, if applicable, and about the resources that will be used for payment, having to fill out the form created by ATC in compliance with the regulations in Circular 170 of the DIAN. In any case, the approval of the business relationship must be approved by the Compliance Officer.
- f) **Politically Exposed Persons of International Organizations.** Before establishing business relationships with Politically Exposed Persons of International Organizations, the Enhanced Due Diligence process must be carried out (for example: taking Reasonable Measures to establish the source of wealth, and the source of funds, in addition to carrying out continuous intensified Monitoring of the business relationship), in any case the approval of the business relationship must be approved by the Compliance Officer of **ATC**.
- g) **Politically Exposed Foreign Persons.** Before establishing business relationships with Politically Exposed Foreign Persons, the Enhanced Due Diligence process must be carried out (for example: taking Reasonable Measures to establish the source of wealth, and the source of funds, in addition to carrying out continuous intensified Monitoring of the business relationship), in any case the approval of the business relationship must be approved by the Compliance Officer of **ATC**.
- h) **Personal data.** In all cases where ATC requests personal data from the Client, it will ensure compliance with ATC's personal data management policies in accordance with applicable legislation, including obtaining the Client's authorization for the management and processing of their personal data.
- i) **Special conditions compared to dealers.** The customer knowledge process for each dealer is carried out at the time of their incorporation into the network (in the case of new dealers) or annually with each renewal of the concession contract (in the case of already belonging to the

network). For this purpose, the dealers in the ATC network will provide all the information required by ATC, including that established in Annex IV.

#### **7.1.2. Supplier Knowledge:**

ATC Suppliers are an essential element for the satisfactory development of the corporate purpose of **ATC**. Suppliers are those legal entities that offer **ATC** (i) original TOYOTA brand vehicles, spare parts and accessories; (ii) logistics services for the import, export, storage and transit of ATC Products; (iii) technical support services, and development improvements for the Licensed Software; (iv) Suppliers required for the operation of **ATC**.

- a) **Supplier data verification.** Before hiring national or international Suppliers, the Supplier must be fully known and identified, in accordance with the provisions of procedure **CO-P-01 – Purchasing and supplier management**. In the event that it applies, the **ATC** purchasing area must request from them, among others: (i) the certificate of existence and legal representation issued by the Chamber of Commerce or the authority in charge of issuing the equivalent certification, (ii) the corporate authorization, (iii) the full name of the legal representative and his/her identification, (iv) address and telephone number, (v) the name of the person in charge of the linking process and his/her position. Additionally, the Provider's experience in the service and sector in which it operates must be investigated, if it carries out transactions with Virtual Assets and a certification will be requested regarding its final beneficiaries (the name and identification number must be obtained), who hold a stake greater than 5% of the share capital and/or benefit from five percent (5%) or more of the returns, profits or Assets of the legal entity.
- b) **Verification on Restricted Lists.** In applicable cases, before contracting with the respective Supplier, a search must be carried out in Restrictive Lists by the purchasing area of **ATC**. In the event that the search results in the Supplier being reported, the operation must be immediately escalated as an Alert Signal to the superior who will be responsible for reporting it to the Compliance Officer. In this way, the Compliance Officer will make the respective decisions regarding the business, such as: (i) conduct the business, (ii) refrain from conducting the business, (iii) suspend the business until a decision is made together with the Reporting Committee which will be made up of the Compliance Officer, Legal Representative and the Vice President of Administration and Finance (the "Reporting Committee").  
In any case, it will be the responsibility of the Compliance Officer to report all suspicious activities that are detected to the Financial Information and Analysis Unit (UIAF), through SIREL or the platform provided for this purpose by the UIAF. In the event that any good, Asset, Product, fund or ownership right is identified or verified in the name of or under the administration or control of any country, person or entity included in these Binding Lists, the Compliance Officer must immediately report it to the UIAF and bring it to the attention of the Attorney General's Office. The information will be sent to the UIAF via email at [cumplimentogafi67@uiaf.gov.co](mailto:cumplimentogafi67@uiaf.gov.co).
- c) **Declaration of legal origin of the products.** In applicable cases, for the contracting of national or international Suppliers, the Supplier identification form must be completed, which contains the declaration that the origin of the Products is legal according to (CO-F-01). If for any reason, other than a commercial advantage or alliance, the national Supplier offers to sell articles for prices lower than 25% of the usual market value, this should be taken as an Alert Signal with which the internal procedure will be initiated to determine if a Suspicious Operation or Attempted Operation is configured that must be reported to the UIAF.
- d) **Bill.** Once the negotiation with the Supplier is finalized and the purchasing process is finished, the invoice must be registered by the accounting area and the analyst from the audit area must carry

out the review before the treasury area can make the payment in compliance with the **ATC** payment schedule.

- e) **Information supports.** All the information mentioned above related to the purchasing procedure must be duly documented and supported and stored in an internal database to detect possible alerts. This database will be updated annually, with respect to those Suppliers with whom **ATC** has active commercial relations.
- f) **Personal data.** In all cases where **ATC** requests personal data from the Supplier, it will ensure compliance with **ATC's** personal data management policies in accordance with applicable legislation, and with **ATC's** Personal Data Protection Policy, including obtaining authorization from the Supplier for the management and processing of its personal data.

#### **7.1.3. Shareholder Knowledge:**

To the extent that the bylaws of **ATC** prohibit the transfer of shares for a period of 10 years, excepting only the transfers made by the Shareholders to their respective affiliates, making it easier to know and identify their Shareholders.

However, in the event that, once the aforementioned restriction has been lifted, new Shareholders join **ATC**, the Shareholders or those they designate will carry out Enhanced Due Diligence regarding the potential shareholder to determine the origin of the resources, their full identification and knowledge, and if applicable, the identification and knowledge of the final benefit.

#### **7.1.4. Employee Knowledge:**

**ATC** must have quality both in its Products and in its personnel, which is why all Employees who belong to **ATC** must go through a strict selection process, which is described in the Selection, Hiring, Induction and Retirement Procedure (GH-P-02).

Each time the Employee or Official reports a change in his or her personal data, the database must be updated with said information. Additionally, the third party contracted by **ATC** to validate the personnel's background will annually carry out the Procedure again in accordance with the Selection, Hiring, Induction and Retirement Procedure (GH-P-02) of **ATC** in force at that time.

In the event of any eventuality or inconvenience with **ATC** Employees related to ML/TF/FPADM, an internal investigation must be carried out in accordance with the established procedures, and in the event that an Unusual Operation is detected, the process must be followed to determine whether it is a Suspicious or Attempted Operation that must be reported to the UIAF.

In this way, the entire procedure must be documented, as well as making clear who carried out the study and who verified the information provided by each person who will be linked to **ATC**.

In all cases where **ATC** requests personal data from Employees and Officials, it will ensure compliance with **ATC's** personal data management policies in accordance with applicable legislation, including obtaining authorization from the Employee and Official for the management and processing of their personal data.

#### **7.1.5. Authority that approves the link or continuation of the contractual relationship**

In any case, the approval of the creation of the contractual relationship will be the responsibility of the Legal Analyst, the Legal Coordinator or whoever takes their place, once compliance with the other requirements indicated in this Manual has been verified.

### **7.2. POLICIES ON KNOWLEDGE OF COUNTERPARTIES**

**ATC** in relation to all the Counterparties mentioned above and when required, an enhanced due diligence process may be carried out in the event that any of the Warning Signs are present, in accordance with the ML/TF/FPADM Risk matrix indicated above. The enhanced due diligence procedure will be carried out directly by the Compliance Officer, which will be activated upon the identification of a Warning Sign and

will consist of evaluating the Client in detail to determine whether or not to enter into a contract with the Client.

In compliance with the provisions of the BASC standard, it is **ATC's** policy to carry out the analysis of the accounting information and financial statements of the counterparties as a requirement for their registration in the ATC supplier and client system. The Financial Planning Manager or whoever he designates must sign the supplier creation form in order to document said process. The review process must consider at least an analysis of financial indicators that allows to identify: variations in financial statements without sufficient justification, high cash flow without sufficient justification, assets disproportionate to the size of the operation without sufficient justification, high indebtedness without sufficient justification, high operating costs without sufficient justification, among others.

Finally, ATC will create an internal control base to record Unusual Operations, the procedure that has been carried out internally and the final decision that was made regarding the operation based on Annex III. "Internal Control List". This list will be handled confidentially and personally by the Compliance Officer.

### **7.3. POLICY FOR THE IMPLEMENTATION OF TOOLS FOR IDENTIFYING UNUSUAL AND SUSPICIOUS OPERATIONS**

**ATC** will establish tools and applications, preferably technological, that allow the identification of Unusual or Suspicious Operations. By consolidating information, these technological platforms must generate indicators and alerts from which it is possible to infer or warn of the existence of situations that do not conform to the normality guidelines established by **ATC**.

Once an Unusual Operation or a Suspicious Operation has been identified and analyzed, the supporting documents that led to its classification in one category or another must be kept, in accordance with the provisions of article 28 of Law 962 of 2005, or the regulation that modifies or replaces it.

### **7.4. POLICY FOR THE PRESERVATION OF SUPPORTS FOR OPERATIONS, BUSINESSES OR CONTRACTS.**

**ATC** will not enter into or execute business, operations and contracts without the respective internal or external support, duly dated and authorized by those involved in them or those who prepare them. These documentary supports will serve **ATC** to verify the traceability of the business and, if applicable, the diligence in the prevention of the Risk of ML/TF/FPADM. Their conservation and filing must comply with the provisions of article 28 of Law 962 of 2005, or the regulation that modifies or replaces it.

The request or requirement by any natural or legal person, in the sense that the business or contract is carried out without leaving a trace or without the mediation of the respective support or the real value is altered to record a different one, configures an alert that implies the need to evaluate the operation and its need to report to the UIAF.

### **7.5. UIAF REPORTING POLICY**

Although **ATC** is required to make periodic reports to the UIAF because it belongs to the automotive sector, in compliance with the obligations imposed by the Superintendency of Companies in the Circular, it must also make reports to the UIAF immediately when **ATC** determines that there is a Suspicious Operation or Attempted Operation.

To do so, the following procedure must be followed, which must be done as quickly as possible and at no time (unless it is considered excessively damaging to **ATC's** image because it would materialize a Reputational Risk) must the process of selling Products to Clients or purchasing from Suppliers be interrupted.

All Employees or Officials who have exposure to ML/FT/FPADM Risks must be trained to recognize the Warning Signs and comply with the internal procedure for reporting to the UIAF.

Once any operational level Employee detects an Alert Signal, he/she must activate the following procedure: notify the corresponding superior of the situation, who will be responsible for making the report to the Compliance Officer, preferably through the emails of the main Compliance Officer and the alternate, in this way the Compliance Officer will make the respective decisions regarding the business, such as: (i) carry out the business, (ii) refrain from carrying out the business, (iii) suspend the business until a decision is made together with the Reporting Committee, which will be made up of the Legal Representative, the Vice President of Administration and Finance and the Compliance Officer or his alternate (the “Reporting Committee”).

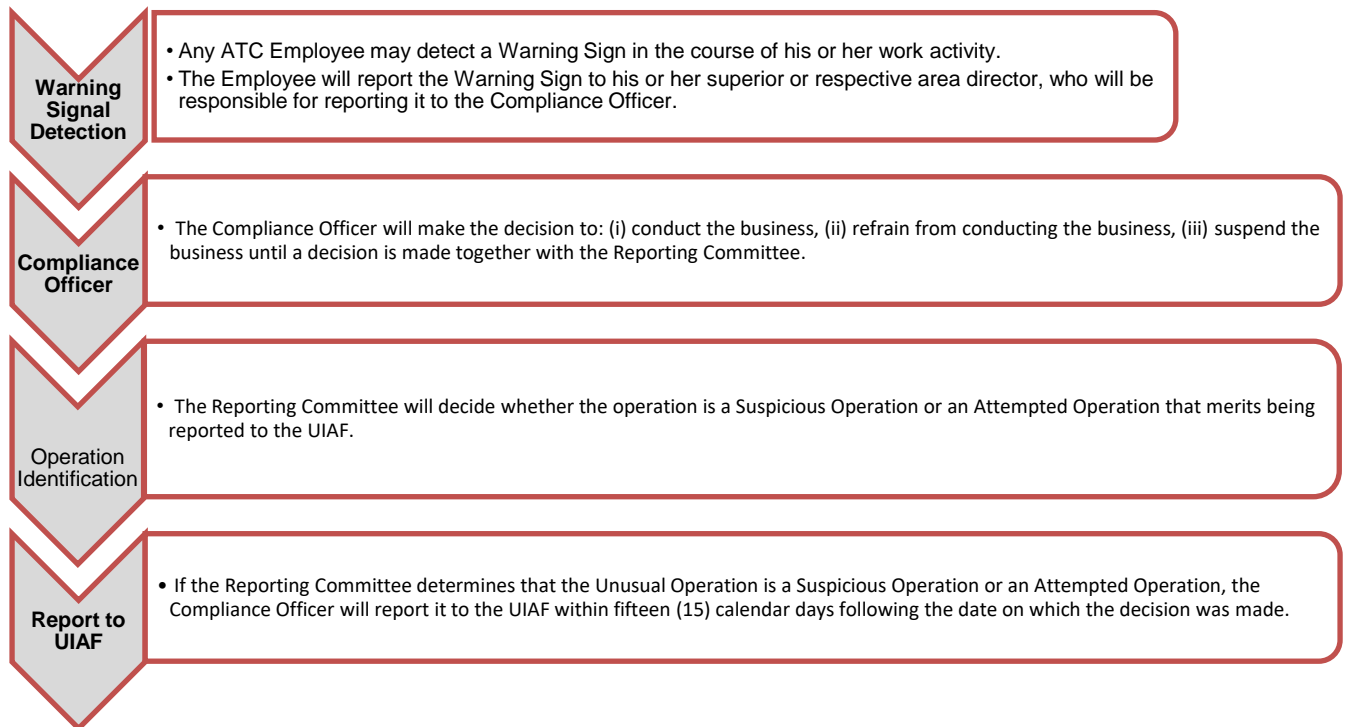
If the Reporting Committee determines that the operation is a Suspicious Operation or Attempted Operation, the Compliance Officer will proceed to comply with the report to the UIAF according to Annex 1 – ROS found on the website of said entity.

All internal procedures carried out to make the decision to report the Suspicious Operation or Attempted Operation to the UIAF must be reflected in the Internal Control List that will be completed by the Compliance Officer according to **ANNEX III. “INTERNAL CONTROL LIST.”** Once the report has been made, all documents supporting the operation, as well as the name and personal data of the Employee who activated the Alert Signal, will be kept confidential.

The documents of all operations carried out, as well as the documents that support the ROS before the UIAF must be kept for a period of five (5) years.

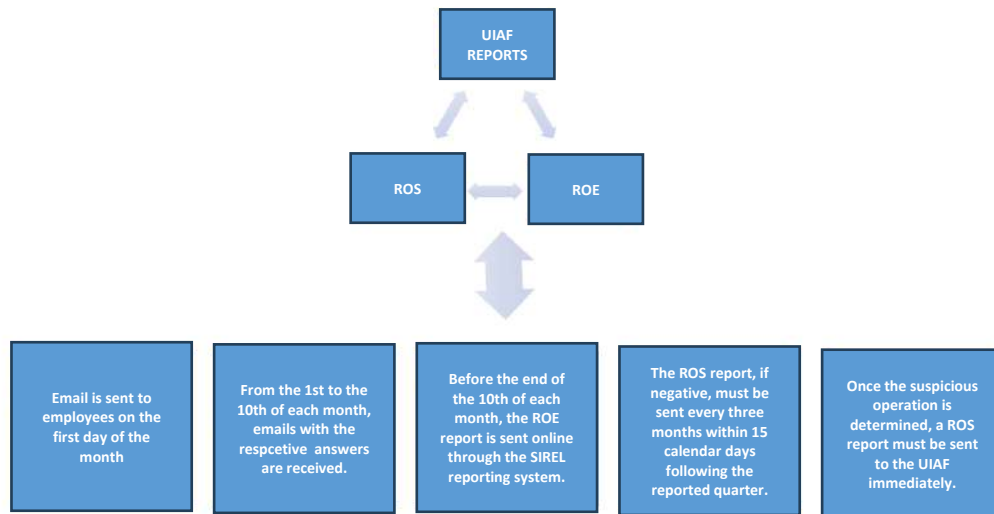
Likewise, in the event that any property, asset, product, fund or right of ownership is identified or verified in the name of or under the administration or control of any country, person or entity included in these Binding Lists, the Compliance Officer must immediately report it to the UIAF and bring it to the attention of the Attorney General's Office. The information will be sent to the UIAF via email at [cumplimientogafi67@uiaf.gov.co](mailto:cumplimientogafi67@uiaf.gov.co).

Below is the outline of the internal procedure that must be carried out from the activation of the Alert Signal to the report to the UIAF:

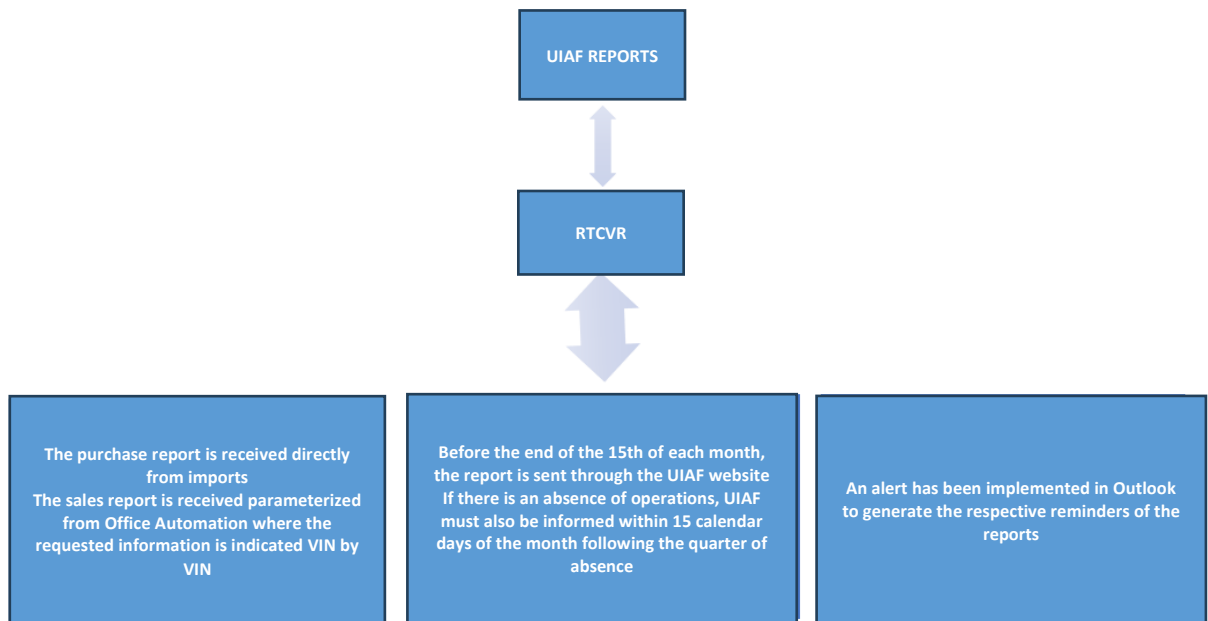




The preparation of the reports corresponding to the ROS and ROE established in Resolution 285 of 2007 issued by the UIAF and Resolution 101 of 2013 is in the hands of the Compliance Officer who must do so monthly within 10 calendar days following the expiration of the reportable period.



The completion of the ROS and RTCVR established in Resolution 101 of 2013 issued by the UIAF, It is in the hands of the Accounting Management, who must complete it monthly before the 15th calendar day of each month.



## **7.6. INTENSIFIED DUE DILIGENCE PROCEDURE**

The Enhanced Due Diligence process involves additional knowledge of the Counterparty and its Final Beneficiary, as well as the origin of the Assets received, which includes additional activities to those carried out in Due Diligence; the processes must be stricter and require greater controls.

The Legal Analyst, Legal Coordinator or the person acting in their place will apply this procedure to the following persons, whom **ATC** has previously determined to represent a higher risk:

- a) People reported in public sources with crimes related to ML/TF/FPADM
- b) PEPs, spouses or permanent partners of PEPs, relatives of PEPs up to the second degree of consanguinity, second degree of affinity and first degree of civil relationship, partners of a PEP, when the PEP is a partner of or is associated with a legal entity and, in addition, is the direct or indirect owner of a share of more than 5% of the legal entity or exercises control over the legal entity, in accordance with the terms of article 261 of the Commercial Code.
- c) People located in non-cooperating countries and high-risk jurisdictions as set out in the link: [https://www.uiaf.gov.co/asuntos\\_internacionales/lista\\_paises\\_no\\_cooperantes](https://www.uiaf.gov.co/asuntos_internacionales/lista_paises_no_cooperantes) 29 282
- d) In the development of all activities with Virtual Assets indicated in sections 4.2.6 and 4.2.8 of Chapter X of the Basic Legal Circular of the Supersociedades regarding the Counterparties of these operations and their intermediaries.

and must validate that the PEP question established in the client and supplier creation form has been answered.

### **7.6.1. Mechanisms to identify that a counterparty or its Ultimate Beneficiary has the status of PEP**

In all cases, the ATC Employee or Official in charge of the Client's linking or creation process must verify the Client's data in the Restrictive Lists or through the technological platform that ATC hires for this purpose.

### **7.6.2. Authority that approves the link or continuation of the contractual relationship**

In any case, the approval of the creation of the contractual relationship with persons subject to the Enhanced Due Diligence procedure or its continuation must be approved by the Compliance Officer once compliance with the other requirements indicated in this Manual has been verified.

### **7.6.3. Reasonable Measures to Establish the Origin of Resources**

a). Declaration in the CO-F-01 format – Registration of ATC suppliers (it will be necessary that the information in each format is complete and matches the data deposited in the Certificate of Existence and Legal Representation issued by the Chamber of Commerce). Likewise, it must be validated that the field corresponding to the source of resources is completely filled out and is consistent with the information provided by the Counterparty.

b). Certification issued by the Statutory Auditor and/or the Accountant and/or the Legal Representative, which attests to the lawful origin of the resources and that the natural or legal person does not allow third parties to make deposits in their name with funds from illegal activities contemplated in the Colombian Penal Code or in any regulation that modifies or adds to it, nor does it carry out transactions intended for such activities or in favor of persons related to them.

c). Annually, the Legal Representative and/or Accountant of the network concessionaires must sign the letter of intent for concessionaires, GJ-F-02.

Depending on the particular case, other Reasonable Measures may be applied that allow us to identify whether the Counterparty already has links to the financial system, whether it has a valid visa for the Schengen countries or the United States of America, or any other measure that allows us to identify that the Counterparty does not pose a risk for conducting business.

#### **7.6.4. Continuous and intensified monitoring of the contractual relationship**

Without prejudice to carrying out ongoing Due Diligence of the commercial relationship and examining the transactions carried out throughout that relationship to ensure that the transactions carried out are consistent with the knowledge that the Obligated Company has about the Counterparty, in order to comply with the continuous and intensified Monitoring of the contractual relationship, the following must also be done:

##### **Facing dealers:**

The Zone Coordinator must continuously and intensively analyze the information available to him/her and inform his/her immediate supervisor about any Material Deviation that may represent a warning signal. In the event that the corresponding vice-presidency determines that it is a Material Deviation that may represent a warning signal, he/she must notify the Compliance Officer immediately.

The report must be completed in accordance with Annex (GJ-F-03) to request quality code assignment.

##### **Facing suppliers:**

The Administrative Analyst must continuously and intensively analyze the information available to him/her and inform his/her immediate supervisor about any material deviation that may represent a warning sign. In the event that the corresponding vice-presidency determines that it is a material deviation that may represent a warning sign, he/she must notify the Compliance Officer immediately.

The report must be completed in accordance with the annex (GJ-F-03) requesting quality code assignment.

##### **Facing employees:**

The Human Resources Manager must continuously and intensively analyze the information available to him/her and inform his/her immediate supervisor about any material deviation that may represent a warning sign. In the event that the corresponding vice-presidency determines that it is a material deviation that may represent a warning sign, he/she must notify the Compliance Officer immediately.

The report must be made in accordance with Annex GJ-F-03

## **CHAPTER VIII WARNING SIGNS**

Once any Warning Sign has been detected, the internal procedure described in Section 7.5 of this Manual *“Reporting Policy to the UIAF”* must be followed. Additionally, Employees and Officials must pay special attention to these Warning Signs..

The following are the main Warning Signs that **ATC** has determined so that **ATC** Employees and Officials can easily detect a possible Unusual Operation. However, they are not the only ones, and in any case the Employee may contact his/her superior to notify him/her of any operation that he/she considers strange or abnormal:

### **8.1. GENERAL**

- a) Carry out transactions with natural or legal persons that are not fully identified.
- b) Cash transactions without proven justification.
- c) Accept new Shareholders, Employees or Officers with criminal records of ML/TF/FPADM.
- d) Commercial operations or business with the persons listed in resolutions 1267 of 1999, 1373 of 2001, 1718 and 1737 of 2006, issued by the United Nations Security Council or its various committees and other resolutions that modify or complement them.
- e) Accepting new Shareholders without first verifying the origin of the resources they contribute.
- f) Carry out operations, payments, transfers, or deliveries of products, businesses or contracts without leaving documentary evidence of them.

- g) Conducting business on movable or immovable property at prices considerably different from normal market prices.
- h) Conducting business with economic sectors that may be used as mechanisms for money laundering operations or for financing terrorism;
- i) Transactions carried out with Counterparties domiciled or located in Geographic Areas designated by the Financial Action Task Force (FATF) as non-cooperative.
- j) Operations in which Virtual Assets are used.
- k) Operations with Products derived from illegal activities (including, but not limited to, smuggling).
- l) Operations with Products that have not been duly nationalized (Except for foreign trade operations carried out by ATC).
- m) Operations with restricted sales products that do not have the proper authorizations or licenses.
- n) Donations that do not have an apparent Final Beneficiary, whose origin is unknown or whose origin is domiciled in a country or jurisdiction with high risk.
- o) Payments for operations with resources derived from international transfers from several senders in favor of the same beneficiary, or from the same sender in favor of several recipients, without an apparent relationship.

#### **8.2. REGARDING THE COUNTERPARTY IN GENERAL:**

- a) The Counterparty provides insufficient information, without justification.
- b) The Counterparty is reluctant to complete the form for creating Suppliers, Contractors and Clients.
- c) The Counterparty provides information that cannot be confirmed.
- d) The Client or Supplier has a figure recorded in monthly income that is not consistent with the total assets it owns.
- e) The Legal Representative, members of the Board of Directors and/or Administrators of the Client or Supplier appear to be under criminal or disciplinary investigation.
- f) The Supplier or Client refuses to provide information about their financial capacity.

#### **8.3. REGARDING THE SUPPLIER:**

- a) The Supplier offers goods and services below the usual market value, exceeding the 25% margin considered usual by ATC.

#### **8.4. REGARDING THE CUSTOMER:**

- b) The Client offers to pay higher than market prices for the purchase of Products in exchange for not having to comply with the Client's identification process in front of him.
- c) The Client deposits money into ATC's bank accounts and unexpectedly or without apparent justification, retracts the transaction and requests a refund.
- d) That the Client cancels the transaction with instruments that by their nature do not correspond to the accounts with which they usually meet their obligations.
- e) The Client intends to pay for the vehicle using checks that have been issued by several unrelated persons.
- f) Inconsistencies in information relating to the existence, identification, home address or location of Clients;
- g) Inconsistencies in the information provided by Clients compared to that provided by other sources;

#### **8.5. REGARDING EMPLOYEES:**

- a) Negligence in monitoring the work carried out to manage the control of the ML/TF/FPADM Risk.

## **CHAPTER IX**

### **DISSEMINATION OF THE MANUAL**

This Manual will be presented in each of the training sessions carried out by **ATC** with the objective of disseminating the Manual and giving full knowledge to its Counterparties of the policies for mitigating the Risk of ML/TF/FPADM. These training sessions will be annual and will be conducted by the Compliance Officer.

The Compliance Officer must record in writing the date, the name of the attendees, the position held by each of the attendees and the topics covered in the training in order to present it to the corporate bodies if required and, in addition, as evidence in disciplinary proceedings against Employees in the event that one of the Employees violates the policies established in this Manual alleging ignorance of the policy.

The Compliance Officer will have full freedom to indicate the topics to be addressed, the people who must be trained, and the duration of this, as long as it is carried out in order to make the SAGRILIFT Manual known to Employees who are directly exposed to the Risk of ML/TF/FPADM and these are carried out annually.

This Manual will be disseminated to the Directors, Managers, Shareholders, Employees and Officers of ATC. However, special emphasis will be placed on the Employees, Officers and Managers of ATC through the training that will be conducted by the Compliance Officer according to Chapter IX of this Manual.

Clients, Suppliers and Counterparties will be notified of the new ATC policy and the effects it will cause in business relations with **ATC**, among others, the new spaces in the formats that must be completed to complete the purchase or sale processes regarding the origin of the resources.

## **CHAPTER X**

### **SANCTIONING REGIME**

Failure to observe, ignore or fail to comply with the provisions of this Manual and the provisions regarding SAGRILIFT, without any justification from the officials of **ATC**, may generate disciplinary and/or labor consequences.

The Compliance Officer will report to the Legal Representative and Administrative and Financial Vice President any possible violations that compromise the responsibility of the Employees.

Taking into account the degree of responsibility, a disciplinary process will be initiated within **ATC** in conjunction with the Legal Department, to establish the degree of responsibility and the respective warnings or sanctions that may be applicable.

The sanctions provided for offenders range from a written warning with a copy to the official's resume by his or her immediate supervisor, to dismissal with just cause and immediate cancellation of the employment contract, as follows:

- a) Omission of controls and procedures due to involuntary errors or due to ignorance.  
Written warning with a copy of the resume and reading and understanding of the Manual, emphasizing the topics that are unknown or that gave rise to the sanction.
- b) Recidivism and the omission of controls and procedures  
Suspension of duties without pay for a period at the discretion of the Legal Representative, who may order the dismissal of the offender.
- c) A new violation of the internal regulations will result in the immediate dismissal of the Official.

Without prejudice to the internal sanctions established by the ATC company, if an Official violates the legal and criminal provisions, he/she may be subject to the penalties established in the Colombian Penal Code for crimes such as Money Laundering, Financing of Terrorism, Financing of the Proliferation of Weapons of Mass Destruction, Failure to Control, Fronting and Illicit Enrichment.

## **CHAPTER XI**

### **REVIEWS, FOLLOW-UP AND MONITORING**

Monitoring is the last of the stages for ML/TF/FPADM Risk Control through which ATC seeks to determine the effectiveness of the policies to mitigate ML/TF/FPADM Risks, as well as verify that the sources of ML/TF/FPADM Risk remain within an acceptable range.

This is achieved in two ways:

- a)** Regularly monitoring the ML/TF/FPADM risk profiles and their material exposure to losses, based on the definition of risk factors that facilitate proactive management thereof.
- b)** Monitoring the policies and procedures in accordance with the format to mitigate the Risk of ML/TF/FPADM to determine their effectiveness and in case deficiencies are found in the policies, the Compliance Officer will annually present to the **ATC** Board of Directors the proposals to modify this Manual.

The results of the Monitoring carried out using the GJ-F-05 form and all other forms carried out by **ATC** must have a conclusion regarding the effectiveness against the ML/TF/FPADM Risks. In this way, they will be delivered to the Compliance Officer so that he can determine the effectiveness of the policies or the need to modify the policies. Except for the update of the risk matrix of this Manual, any modification of this document must be approved by the **ATC** Board of Directors.

This document and its follow-up and monitoring of the policy established herein will be reviewed whenever necessary or requested by any of the **ATC** management bodies. Without prejudice to the above, these procedures must be carried out annually, unless there are sufficient reasons to ignore them.

## CHANGE CONTROL

Version	Date	Change
01	07/15/2017	Creating the document
02	06/02/2019	Modification of the document to incorporate requirements of the BASC v5:2017 standard
03	06/28/2021	Modification of the document to comply with the provisions of External Circular No. 100-000016 of December 24, 2020 and No. 100-000004 of April 9, 2021 issued by the Supersociedades
04	11/16/2023	Continuous improvement of the SAGRILAF manual

Prepared by:	Reviewed by:	Approved by:
		Minutes of the Board of Directors of November 16, 2023
Julio Calderon	Dino Tanaka	
Compliance and Government Relations Manager	President	