

1. Purpose

Establish the general guidelines for the different Cash Management services performed within the Global Corporate Financing and Cash Management Department.

2. Scope

The policy hereby applies to all associates of the Controlling, Analysis and Control, Systems, Legal and Global Services departments, regarding the execution of treasury operations through the Global Financing and Cash Management Department that offer these services to any of the Business Units and subsidiaries of Grupo Bimbo.

3. Definitions

Banking platform: Online Banking portal.

Cash Management: Collection and administration process (including payment operations) of the company's resources for the correct cashflow and liquidity management.

Payment operation: Cash disbursement in local or foreign currency within the platforms and banking services; these payments can be to suppliers, payroll, taxes, debt services, etc.

4. Responsibilities

Global Financing and Cash Management: Regulates and, in some expressly define cases, execute treasury operations throughout Grupo Bimbo and its Subsidiaries, as well as carrying out banking infrastructure administration, analysis, security, and control activities, among other duties, which include cash management issues. The foregoing, with the understanding that such treasury operations are always carried out on behalf of the relevant entity.

Global Controlling, Systems and Legal Departments, as well as the Analysis and Control Managements and Departments of the subsidiaries: Ensure the compliance of this policy within their management areas.

5. General Guidelines

In line with the **FGB-TR-01 Global Treasury Policy** and in order to guarantee an efficient operation and mitigate the risks inherent to the cash management operations carried out by the Global Finance and Cash Management Department, it is essential to comply with the following:

Global Controlling Department

- Approve the list of legal representatives and signers for bank accounts, as well as the user structures for all bank platforms, sent by the Global Financing and Cash Management Department during March of each year.
- Notify the Global Legal Department about those legal representatives or signers of Grupo Bimbo S.A.B. de C.V. bank accounts. and its Subsidiaries, under its administration, that cause withdrawal from the Company, change responsibilities or new members.
- Provide the Global Financing and Cash Management Department with a matrix that contains the different levels of authorization based on the hierarchies and approval limit amounts by type of payment.

Analysis and Control Areas of the Subsidiaries

- Authorize in writing the opening and cancellation of checking accounts, to the Global Finance and Cash Management Department.
- With remote printing centers, located in Mexico, safeguard and keep in custody the checks issued and security paper delivered, as well as maintain a detailed and updated inventory through a bimonthly physical count.
- Notify the Global Legal Department about those legal representatives or signers of bank accounts that have left the Company.
- Provide the Global Financing and Cash Management Department with a matrix that contains the different levels of authorization based on the hierarchies and approval limit amounts by type of payment.
- Notify the Global Finance and Cash Management Department, when the services provided so demand, the following:
 - Assignment and removal of associates in charge of the different remote printing centers.
 - Access and cancellations in the Accounts Payable (AP) module for printing checks within the Oracle ERP.
 - Request access or cancellation in banking platforms for users who manage travel expenses.
 - Catalog update of authorized personnel to request payments.


Global Systems Department

- Ensure that, in the different applications for transmitting mass payments, and in production environments (Oracle R11, Oracle Cloud y Meta4), payment approval can only be done jointly by users of the Global Financing and Cash Management Department, as is established in the **FGB-TR-01 Global Treasury Policy**.
- Keep an access log for the business applications regarding payment authorizations, for a minimum period of five years.
- Assign or remove responsibilities for users, within the business applications, for the modules that are exclusive for payment transmission, based on the written authorization of the Global Controlling and the Financing and Cash Management Departments.

Global Legal Department

- Review the content of contracts and adapt it to the needs of Grupo Bimbo and approve the documentation associated with banking products and services, when appropriate.
- Offer support to the Global Controlling and Financing and Cash Management Departments, as well as the Analysis and Control Department of the Business Units, to obtain all the necessary documentation to prove the identity required by checking accounts and the people defined as joint signers to financial institutions, as well as to guarantee that said people have the powers that are required to act as such and, where appropriate, to confer powers on other people to also act as joint signers.
- Revoke powers for those who are no longer part of the Company, change their activities or are new members, with prior notice from the Global Controlling Department or the Analysis and Control Departments of the Business Units, as well as deliver the corresponding document to the Global Financing and Cash Management Department as to notify financial institutions.

Global Services Management

- Generate payment, through information systems, with the understanding that the totality and veracity of their content (beneficiary, amount, bank information, etc.) is always their responsibility and that when processing payments, the Global Finance and Cash Management Department is acting exclusively on behalf of the applicant.
- Deliver to the Global Financing and Cash Management Department, the Payment Request ( **FGB-LM-01 Appendix I.xlsm**) that must:

- Contain the payment batches in order to execute them.
- Include the report of control figures generated by the information systems.
- Be accompanied by joint authorizations, with the Manager of the requesting area of the payment being the first authorizer and the main person responsible for the information contained in the payments, and the second authorizer responsible for validating the information included in the requests.

Global Financing and Cash Management Department

This department is responsible for:

- In relation to bank accounts:
 - The opening and closing of the bank accounts of Grupo Bimbo, S.A.B. de C.V. and its Subsidiaries to which it provides services in the understanding that it will act according to the treasury needs, as well as the entity to which it provides services or requests them.
 - Ensure that all opening and closing of bank accounts have the approval of the Controlling Department or Analysis and Control of the corresponding Subsidiary.
 - Defining the assignment of signers in bank accounts according to the following:
 - The base structure of signers may be modified by the Global Financing and Cash Management Department, with prior authorization from the Global Controlling Department or, where appropriate, from the Analysis and Control Departments, taking into account the nature/purpose of the accounts and the scope of the services provided to the Subsidiary.
 - The legal representatives (or the equivalent corporate figure) of the Companies, account holders, must have joint power to open and close bank accounts, represent the company in bank transactions, sign account opening documents and all those related to banking operations, assume commitments/sign contracts on behalf of the Company, oblige the Company with respect to third parties, open, operate and close bank accounts and designate individuals to operate bank accounts through manual or electronic means.
 - Carry out the daily treasury and cash management operations of Grupo Bimbo and its subsidiaries, through bank accounts, and in accordance with the operating demands, financial and security criteria, and with the **FGB-TR-01 Global Treasury Policy** and the **FGB-TR-08 Global Policy for the Contracting and Use of the Banking Platforms**
- Regarding the granting of powers:
 - Request to the Global Systems Department, with prior authorization from the Global Controlling Department, the registration and configuration, in the corresponding software and hardware of the signers defined to act as check signers, with a facsimile signature and magnetic ink. In the case of payments through communication channels (host to host), these must be configured by the same address.
 - Certify, from a functional point of view, the configurations mentioned in the previous point.
 - In conjunction with the Global Legal Department, contractually guarantee with the different financial institutions the use of checkbooks with joint signatures, both for traditional checkbooks and for those that use a facsimile signature.
- In relation to payment mechanisms
 - Considering the nature and concept of payments, security, efficiency and transaction cost, you can process payments using any of the following four mechanisms:
 - Electronic payment instructions sent through dedicated communication channels "Host to Host".
 - Individual or mass payments under the use of Internet banking platforms (electronic banking).
 - Issuance of checks with autograph or facsimile signature (magnetic ink).
 - Written payment instructions to financial institutions, as a contingency mechanism.
 - Always act on behalf of the entities to which it provides services, through a Service Level Agreement (SLA) and the authorization matrix provided by the Global Controlling Department and Analysis and Control Departments of the Subsidiaries.

- Monitor the payment process and confirm, to the corresponding Management, the correct application or, where appropriate, rejection of payment batches and/or individual transactions by financial institutions.
- Maintain and manage homogeneous structures of people authorized to carry out, jointly, payment operations from the different information systems (Oracle and Meta 4), according to **FGB-TR-08 Global Policy for the Contracting and Use of the Banking Platforms.**
- Regarding the use of checks:
 - Can issue checks in a traditional way or facsimile signature checks with magnetic ink, which must be processed or requested by the corresponding Managements, through request for payment.
 - Ensure that, in those cases where it is required, the Global Systems Department configures the information systems and printing equipment. The Global Finance and Cash Management Department must validate this configuration from a functional point of view.
 - Collect authorized autograph signatures in the case of traditional checkbooks.
 - Protect and release for payment, by check number, beneficiary (whenever possible) and amount, all checks, through the different banking platforms.
 - The completeness and veracity of the information contained in the check requests is the responsibility of those who request it, so they will act strictly on their own account and order.
 - Cancel the checks immediately through the different banking platforms, in accordance with the request authorized by the corresponding Managements or those whom the Analysis and Control Department has designated. All checks older than 6 months, will be canceled without prior authorization and communicated to the corresponding payor. In the case of certified checks issued by Global Services, process the corresponding cancellation with the banking institutions.
 - Safeguard and keep in custody checkbooks, security paper and issued checks. Access to this area must be restricted.
 - Maintain a detailed and updated inventory of checks through a bi-monthly physical count.

Miscellaneous

- To efficiently carry out payment operations, the Global Finance and Cash Management Department uses daytime overdraft lines, prior notice to the Global Controlling Department and the Analysis and Control Department of the Subsidiaries. Credit documents, associated with lines of credit, must be authorized by the Global Legal Department, in the aspects that correspond to it.
- In cases where the very nature of the operation and the scope of the services provided by the Global Financing and Cash Management Department to the different Subsidiaries, it will define in a discretionary manner the ideal payment mechanisms for operation and the associated mechanics in adherence to the **FGB-TR-01 Global Treasury Policy.**

Non-compliance and Sanctions

The Global Administration & Finance Department shall be responsible for dictating, in conjunction with any other relevant authority, the disciplinary measures (as established in Grupo Bimbo's regulatory framework) that will correspond to any infringement to the scope of this policy. These measures must be applied by management and shall be executed without prejudice to the corresponding legal, administrative or civil procedures.

6. Responsibility / Ownership

The Global Financing and Cash Management Department is the assigned owner of this policy and primarily responsible for its content, updating and monitoring of its compliance, as well as its presentation for approval before the Internal Control Department, the Steering Committee and the CEO.

7. Updates

The changes implemented in between versions are described below:

Revision / History of revision				
Version	Revision date:	Updated by:	Approved by:	Main changes
1	September 2020	Juan Guillermo Gonzalez Alanis	Maria José Porrero Vaqueiro	
2	December, 2022	Sonia Perez Pineda	Maria José Porrero Vaqueiro	The "Non-compliance and Sanctions" section was added.