

Shareholder *Information*



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Shareholders

Information update

Shareholders may request an update of their information:

- In person, at the offices of DCV Registros. Or
- By letter addressed to DCV Registros, signed by the shareholder.

Identification

Shareholders must maintain the following information updated:

- Full Name (First name, middle name, paternal and maternal surnames).
- National Identification Card N° and Taxpayer ID (RUT).
- Full Address (Street, number, district, city, country).
- Telephone number (landline and mobile).
- Fax number.
- Email address.

Signature record

In order for shareholders to carry out operations related to their shares, they must maintain an updated signature record. Updates may be carried out:

- In person at the offices of DCV Registros, through the corresponding form; or
- Through an original document, signed before a notary public and sent to the office DCV Registros.

Withdrawal

Shareholders may withdraw their securities:

- In person, at the offices of DCV Registros. Or
- Through the securities dispatch request form, in accordance with the regulations set forth by the Superintendence of Securities and Insurance (SVS) for their dispatch by registered letter.

Loss or disutilization

In the case of loss, theft or any other similar circumstance causing the disutilization of the securities, the shareholder shall:

- Carry out a publication in a national journal indicating **"Security N° for shares of the company owned by (indicate shareholder's name) is hereby void."**
- Send to each stock exchange, a copy of a letter informing them of the loss of the securities along with the publication made related to the loss, and requiring a record of acknowledgment of its receipt by the stock exchanges, with the corresponding stamp.
- Submit to DCV Registros a letter signed by the shareholder or their legal representative, informing of the loss of the securities along with the publication made related to the loss, enclosing a copy of the letters submitted to the stock exchanges with their acknowledgment of receipt.

Presentation of documents

Documents which are not original shall be presented as a photocopy authorized by a notary public.

Documentation for the registration of natural persons' representatives

In order to act through a third party, shareholders shall:

- Formally submit to DCV Registros the power-of-attorney, whereby the necessary authorities to be represented have been conferred.
- Powers-of-attorney validity shall abide by the criteria defined by DCV Registros (See number 5 "Powers-of-attorney").

Documentation for the registration of legal entities' representatives

Shareholders shall submit the following to DCV Registros:

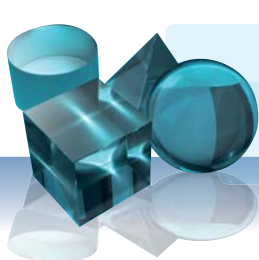
- Photocopy of the company's taxpayer ID as well as those of its representatives.
- Original signature registration of representatives with authority to act in the stock market, legalized before a notary public with the explanatory note "the parties set their hands hereunto. I attest."

Legal documentation according to type of legal entity:

For example:

- Copy of the company charter (which is normally the incorporation deed) registration in the Registry of Commerce of the Property Register corresponding to its domicile, granted recently, with all its marginal notes including those pertaining to the last modification, if any. This copy may not exceed 6 months from the date of issuance, and in the case of copies granted by the Register via the Internet, the term for the verification corresponding to the Web shall be in force.
- Copy of the company incorporation deed and publication of its charter in the Official Gazette featuring the date of publication.
- Copy of the modification deed, if any, and copy of the registration of its charter in the Registry of Commerce of the corresponding Registrar and a photocopy of its publication in the Official Gazette featuring the date of publication.
- Current deeds of the powers-of-attorney of the company representatives including the conferment of the authority they wish to exert, such as sale of shares, charge and/or collect dividends. (See number 5 "Powers-of-attorney").

Note: For detailed information on the legal documentation to be submitted, please ask for the "list of legal documents" specific to the type of legal entity for which it is required, through our various customer service channels. (See number 7 "Inquiries")



The following documents shall be submitted to DCV Registros for the transfer of shares to successors:

Effective possession processed in court

- Copy of the registration of the effective possession proceedings in the Ownership Registry of the pertinent Property Register granted on a recent date.
- In the case of testate successions, a copy of the will and its registration in the Ownership Registry of the pertinent Property Register.
- Copy of the inventory of the testator's property featuring the shares required by the succession. Should the testator's shares appear in an inventory extension subsequent to 10 April 2004, the extension shall be recorded in the effective possession registration (Article 32 of the Law on inheritance tax).
- Certificate of the IRS (SII) or resolution dictated on inheritance tax, whether approving its payment or stating the exemption or limitation of the same. Should the shares appear in an inventory extension, this resolution shall bear a subsequent date, or shall have been pronounced to be considered assets included in the extension.

Effective possession processed in the Registry Office

- Certificate of effective possession, emanating from the Registry Office where, among other matters, the testator's heirs and property are individualized identified.
- If the property inventory included in the aforementioned certificate fails to indicate the number of shares of the testator and includes only their value, it shall include a certificate evidencing the shares average value in the 6 months prior to the date of decease. If the shareholder was married under joint ownership of marital property at the time of death, it shall also include a marriage certificate, effective at the time of death.

- Copy of Resolution by the IRS (SII) dictating the exemption statement formulated before the Registry Office or declaring said tax paid or prescribed (established in Circular Letter N°19 of the IRS, dated 8 April 2004). Should the shares appear in an inventory extension, this resolution shall bear a subsequent date, or shall be pronounced to be considered property included in the extension.

Succession representation

In the case of the existence of heirs under the age of 18:

If they are the testator's offspring: a birth certificate of each minor or a legalized photocopy of the "libreta de familia" document.

If they are not the testator's offspring, and only one of the parents is alive: a birth certificate and corresponding death certificate.

If they are not the testator's children and (both) their parents are alive:

- A certificate of birth granted on a recent date (Article 244 of the Civil Code) and,
- An affidavit of both parents, before a notary public, in order to establish if they are separated or not (Article 245 of the Civil Code).

Powers-of-attorney to be submitted:

- Power-of-attorney conferred to a common representative and signed by all the heirs, stating the authorities they wish to exert, such as, sale of shares, charge and/or collect dividends. This power-of-attorney may be granted by way of a private deed legalized by a notary public or through a public deed. (See number 5 "Powers-of-attorney").
- If there are women among the heirs, and a power-of-attorney is granted for the sale of shares or property purchase or partition is presented, the marital status of each them shall be evidenced, including the marriage certificate granted on a recent date or a notarized sworn statement by two witnesses evidencing their bachelorship or widowhood to the date of delivery of the power-of-attorney. Should a woman be married in joint ownership of marital property, her husband shall also grant authority before a notary public for the sale of shares, or appear at the property purchase or partition deed formalization, accordingly, with regard to marriages dissolved by nullification or divorce, evidence shall be provided that the heiress has not remarried by way of a notarized sworn statement by two witnesses.
- ID (RUT) of the heirs and the people who are granted authority.
- In cases where the securities are not in the custody of DCV Registros, the heirs or legatees shall submit the securities in order to proceed to transfer the shares.

Period of validity

The validity of a powers-of-attorney is subject to the following DCV Registros criteria:

- **Powers-of-attorney granted by way of public deed:** shall be valid for 2 years counted from the date of conferment unless the deed itself establishes a shorter term. Upon expiration of the term established, the validity of the power-of-attorney shall be accredited through original certification by the pertinent court archivist, or Property Register accordingly.
- **Powers-of-attorney that comprise part of corporate bylaws:** shall be valid for 2 years counted from the date of conferment of the copy of registration of the company by the corresponding Property Register. Upon expiration of this term, the validity of the powers-of-attorney shall be accredited by enclosing a copy of their new registration.

If the company underwent reforms during the mentioned period of validity, it shall also include full documentation pertaining to those reforms.

- **Simple powers-of-attorney granted by private deed before a notary public in Chile, the Chilean Consul or a notary abroad:** shall bear a validity of 6 months from the date of conferment. Upon expiration of said term, new powers-of-attorney shall be granted.

Powers-of-attorney granted abroad

- These shall be granted before the nearest Chilean Consul or a notary public of the respective country, in which case they shall also be authenticated in the corresponding Chilean Consulate.
- They shall be legalized in the Ministry of Foreign Affairs, in Chile.

Note: If the powers-of-attorney granted abroad is formalized in a notary public's office in Chile, it bears the value of a public instrument and shall be valid for 2 years.



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Payment of dividends

The shareholder shall inform DCV Registros in writing regarding the payment method to be applied in order to receive its dividends, being able to choose one of the following options:

Deposit in a bank account:

- Checking account
- Savings account
- Sight or premium account
- Cuenta RUT (ID account) (*)

(*)The bank and account number must be provided in order to use this payment method.

Acceptance of this payment option requires that the account holder be the shareholder.

- Nominative check sent by registered mail to the address indicated by the shareholder.
- Nominative check collected at the office of DCV Registros or at the bank determined by this company.

The shareholder may use the particular or general payment method for the collection of dividends. The particular payment method is effective for a specific company, whereas the general payment method is the same for all the companies of which the person is a shareholder.

For purposes of this document, the following terms shall mean:

Shareholder: natural person or legal entity that holds shares in a company.

Share: part or fraction of the social capital of a company or business constituted as such. In general, the term “share” refers to the security or negotiable instrument representing said fraction.

Stock exchange: entity where securities are traded. There are three stock exchanges in Chile: Santiago Chamber of Commerce, Valparaiso Chamber of Commerce and Chile Electronic Stock Exchange.

Nominative check: check where the words “or bearer” and “to the order of” have been deleted. It can be cashed only by the person to whom it has been drawn.

Property Register: entity in charge of the registrations as determined by the Law, such as real estate, companies and in some cases, effective possessions.

Dividend: part of the net benefit of a company, which a shareholders’ meeting agrees to apportion among their shareholders.

Heir: successor of an inheritance in its entirety.

Legatee: person who is granted specific benefits in a will.

Effective possession: possession of a deceased person’s property. It is granted by the Courts of Law or by the Registry Office, and it establishes who the members of the succession are, and the property they are entitled to as such, of which they will be able to dispose once the inheritance tax has been paid or its exemption or prescription has been declared.

Power-of-attorney: notarial authorization by which a person may perform the legal acts for and on behalf of another as required by same.

Formalization: it is to add a document at the end of a notary public’s registration. In the case of documents granted abroad, they must be previously legalized in the Ministry of Foreign Affairs of Chile, for their formalization.

Security: nominative document accrediting ownership over a determined number of shares, bonds, etc.

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Inquiries

Inquiries may be made directly with DCV Registros through our different customer service channels:

Service office:

Huérfanos 770, 2nd floor, Santiago Centro

Telephone:

(56 2) 393 90 03

Fax:

(56 2) 393 91 01 ó (56 2) 393 93 15

Electronic mail:

atencionaccionistas@dcv.cl

Web page:

www.dcv.cl

Opening hours:

Monday through Friday from 9:00 to 17:00 hours

