



## **NEW DIRECTOR ORIENTATION PROCEDURE**

### **1. Objective.**

This procedure for new members of the Board of Directors of Compañía Sud Americana de Vapores S.A. ("CSAV" or the "Company") outlines the process for them to learn about and understand CSAV, its business, risks and financial situation. New directors are provided documentation regarding CSAV for their review, and meet with the CEO and other Company's executives for further explanation.

### **2. CSAV Documentation.**

Each new member of the Board of Directors shall be provided with documentation and background information to learn about the main aspects of CSAV, its business, its most significant risks and its organizational and corporate structure.

For this purpose, the Board of Directors has determined that at least the following documents must be provided:

- (i) A presentation on CSAV's business and its most significant risks, according to CSAV's risk matrix.
- (ii) A set of regulations and jurisprudence involving corporations and the securities market that illustrate to the new member the relevant legal framework applicable to CSAV, its Board of Directors and executives, as well as the duties incumbent upon him/her as a director, updated as of the date his/her duties start.
- (iii) A summary of the main agreements made by CSAV's Board of Directors in the last two years prior to the beginning of his/her term and a copy of the relevant parts of the respective minutes.
- (iv) The current bylaws, Crime Prevention Model ("CPM"), Compliance Procedures ("CP") and manuals or procedures of the Company's Board of Directors.
- (v) Annual and quarterly financial statements for the last two fiscal years, the annual report for the most recent fiscal year, and a summary of the most relevant items in the financial statements and the main accounting criteria used to prepare them.

### **3. Meetings with the CEO and Executives.**

In order for new directors to quickly learn about the activities of each area of CSAV, the Board of Directors deems it necessary to hold informative meetings with at least the following individuals:



① Chief Executive Officer: to explain to the new director the CSAV's main investments, activities and business areas, as well as the business plan approved by the Board of Directors, CSAV's organizational structure and its most recent history.

① Chief Financial Officer: to inform the new director of the results and financial statements from the most recent fiscal years, accounting criteria applied and the operations of CSAV's accounting, treasury, administration and investor relations areas.

① Secretary of the Board of Directors and Directors' Committee: to explain to the new director the legal and administrative regulations governing CSAV, its corporate structure, its subsidiaries and associates, the Company's main legal contingencies and the legal framework applicable to its main businesses. In addition, these meetings are intended to provide the director with the necessary tools and background information on the functions and duties of a director, so that he/she can form his/her own positions.

④ Legal Compliance Officer ("LCO"), who also fills the role of Crime Prevention Officer: to present to the new director the CPM, the CP and other relevant background information in relation to Law No. 20,393 on criminal liability of legal entities, and compliance procedures implemented by CSAV for this purpose. In addition, the LCO shall also train the new director on the Company's antitrust compliance.

As soon as the new director accepts his/her position, a timeline shall be coordinated with management and the persons indicated, and more than one meeting may be held with each department or joint meetings may be coordinated.

#### **4. Responsible Party.**

The Secretary of the Board of Directors and the Directors' Committee of CSAV is in charge of complying with this procedure and must report on it to the Board of Directors at the second regular meeting held after a new director is elected.

Procedure approved at Board of Directors' meeting No. 5759, on December 18, 2020.