



Perini
Business
Park[®]

Internal Procedure Rules



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1. DEFINITIONS OF THE ENTERPRISE

DEVELOPMENT

Perini Business Park, hereinafter simply named PARK

OWNERS

F.P.F. Andromeda Fundo de Investimento Imobiliário (F.P.F. Andromeda Real Estate Investment Fund) and FIIIB - Fundo de Investimento Imobiliário Industrial do Brasil (FIIIB - Industrial Real Estate Investment Fund of Brazil)

ENTERPRISE ADMINISTRATOR

Coinvalores CCVM Ltda.

CONDOMINIUM ADMINISTRATION

Condomínio Perini Business Park

TENANT COMPANIES

All companies occupying the various rooms, buildings and warehouses within the enterprise

COLLABORATORS

Everyone who works in the tenant companies located in the Park

TECHNOLOGY PARK

Ágora Tech Park, hereinafter referred to as ÁGORA

BUILDING COMPANY

Perville Engenharia e Empreendimentos Ltda.



2. AREAS

ADMINISTRATION AND MAINTENANCE OF THE ENTERPRISE

2.1 – The PARK is made up of the following areas:

2.1.1 – Public use area – It includes access ways to rooms, buildings and warehouses, as well as parking areas along streets, beside buildings, in addition to squares and gardens.

2.1.2 – Exclusive and reserved use area (private areas) – The exclusive use areas comprise the buildings forming the PARK and the reserved areas are those for exclusive use of each Tenant Company, since they are located beside their warehouse or building. They are generally intended for loading, unloading and vehicles maneuvering, so any other Tenant Company abiding neighboring building shall not obstruct them.

2.2 – Administration and maintenance of the areas:

2.2.1 – Public use area – These are managed by the condominium, covering the management of common services, such as: cleaning and conservation, security, reception and general maintenance; the services here provided, aim at guaranteeing the operation, the use of public facility areas as well as common purpose areas throughout the Park.

2.2.2 – Area for exclusive and reserved use (private areas) – The administration of these areas is the responsibility of the Tenant Company, which is also responsible for all expenses regarding property maintenance and full restoration of any damage caused to its structure.

2.2.2.1 – The Condominium Administration is responsible for cleaning and maintaining private areas with lawns, gardens as well as washing and preserving the paint on walls and porches.

ALERT!

In case the Tenant Company identifies any existing trouble in the property, it shall notify the Condominium Administration as soon as possible. The Condominium Administration, in turn, shall provide feedback to the Tenant Company in a time ranging from 01 (one) to 03 (three) working days, depending on the urgency.

3. OPERATING TIME

**THE PARK operates uninterruptedly
24 (twenty-four) hours a day and 7 (seven) days a week.**

4. INTERNAL SERVICES

4.1 – Internal shuttle bus

A shuttle bus runs thru the internal venues free of charge and it is available from 6:15 am to 6:15 pm (Monday to Friday) in compliance with planned schedules and itineraries, which are published on the Park's website (www.perinibusinesspark.com.br) and at bus stops inside the PARK.

4.1.1 – The Condominium Administration may, at any time, change schedules and/or itineraries according to the expansion and Park's needs.

4.2 – Weighing scale

4.2.1 – THE PARK features a road cargo scale, located at the cargo entrance in order to control the weighing of vehicles up to 100 tons.

4.2.2 – The use of the road scale is a charged service in order to enable its constant maintenance and perfect operation.

4.2.3 – The Tenant Company has the possibility of receiving all weights reports by email just in time. Simply send the registration request to portaria@perinibusinesspark.com.br along with company's full data, CNPJ card and informing to which emails should the weights reports be sent to and up to 5 (five) emails can be registered.

4.3 – Outpatient clinic and Drugstore

The Park features SESI Outpatient Clinic and Drugstore. Occupational Medicine, Clinical and Dentistry services are rendered at the Park's outpatient facilities. Appointments can be scheduled by calling the outpatient clinic.

Check schedules and phones:

- Outpatient clinic: from 8:00 thru 12:00 am and from 1:12 thru 5:30 pm, Monday to Friday
Phone: (47) 3425-0096
- Drugstore from 8:30 am thru 2:00 pm and from 3:10 thru 6:30 pm
Phone: (47) 3467-5442

4.4 – Integration of new employees

The Condominium Administration offers all Tenant Company, upon request, an integration program for their employees in which the main rules governing the Park are taught to the participants. The duration of this integration may vary from 30 to 45 minutes. In order to schedule an integration event, a number of at least 5 (five) participants is required. Scheduling can be made on seguranca@perinibusinesspark.com.br

4.5 – Business Tourism

The Park offers the entrepreneurs, university students and other groups wishing to learn about the enterprise a Business Tourism Program. In order to get access to other information, contact us on the website: www.perinibusinesspark.com.br and then click on “Contact-Form” and schedule a Visit Form.

5. GATES

ACCESS FOR VEHICLES AND PEDESTRIANS AND RULES TO RESPECT THE BRAZILIAN TRAFFIC CODE

5.1 – Access to the project is through gates and turnstiles, operated by the Park’s property safety staff. Access control aims to ensure security throughout the perimeter.

5.2 – Tenant Companies and other accredited people are identified visually and electronically.

5.2.1 – All employees hired by Tenant Companies using the system must bear an access badge in order to make their access and exit easier.

5.2.2 – The Tenant Company must provide individual identification badges for its employees, and before using them; they shall be registered and released by the Condominium Administration. Release requests shall be sent to portaria@perinibusinesspark.com.br and employee name, ID, and employee badge number shall be informed.

NOTE: only after getting confirmation and sending the required data, the badges will be released within 48 hours at the most.

5.2.3 – Whenever an employee no longer belongs to the company, it is the company’s responsibility notifying the Condominium Administration in order to proceed with the appropriate dismissal. Both release and write-off information must be sent to portaria@perinibusinesspark.com.br.

5.2.4 – Badge blocking – park access badges being unused for 45 days of time will be automatically blocked. In order to clear blocked badges, please request unblocking at portaria@perinibusinesspark.com.br.

5.2.5 – The Tenant Company may allow third parties, service providers and suppliers carrying out constant work in the Park to wear their badges, this company will be responsible for their third parties, service providers and suppliers during their stay in the park, which must respect the same rules as to aforementioned item in case of relationship discontinuation.

5.3 – The intermittent user will be registered in the system and will get a Park visitor badge.

5.3.1 – Visitors who access the park driving a motor vehicle will receive a badge, which must be deposited in the collection boxes upon exit. In case the badge is not returned, the intermittent user might have his access to the Park forbidden upon his next visit.

5.3.1.1 – The badge loss will result in R\$ 15,00 (fifteen Reais) – replacement penalty fee. The Gate operator will fill out a document in order to record the loss.

5.3.2 – Every motorcycle rider as well as the passenger (if any) must take off their helmets during identification procedures for safety matters, regardless how often they access the PARK as visitors.

5.3.3 – Any pedestrian visiting the enterprise walking through the turnstiles must follow all registration procedures in order to have his/her access released. Upon leaving the Park, the visitor must enter his/her ticket code number at the turnstile screen in order to have the control ticket released

5.3.4 – Every Tenant Company employee, service provider as well as visitors must keep his/her personal identification badge visible throughout their stay in the park.

5.3.5 – In order to make the access process into the Park easier; the Tenant Company may have their visitors pre-scheduled, for this purpose just follow the procedure established in the Visit Scheduling page which is available on the website www.perinibusinesspark.com.br, using their login and password to register visitor data.

5.3.6 – On weekends and holidays, the access of visitors and service providers will be only possible upon previously registration and have it released by the Visit Scheduling team (see item 5.3.5).

5.4 – The Tenant Company planning an event of any kind involving a large number of people, whether in its own facility or Park's rentable event areas, must previously forward a list containing the full names of the internal or external guests in order to release their access into the Park, upon signing up authorization the company declares it is aware of its responsibilities regarding any of its guests' acts during their stay in the PARK. If the event takes place in any of the Park's rentable areas, the procedure takes place using a specific form sent by NEA – NÚCLEO DE EDUCAÇÃO AMBIENTAL (ENVIRONMENTAL EDUCATION CENTER) or ÁGORA SHARE, which manage these specific areas.

5.5 – The Gate operating team will also control buses, trucks and vans belonging to whether system or non-system users, intended for the collection and/or delivery of people and or products. These vehicles will be registered in the PARK's access system and subsequently forwarded to the Tenant Company.

5.6 – For safety matters, cargo and passenger vehicles may be inspected at any time.

5.7 – Every Tenant Company employee, third party, cooperater or visitor who travels across the Park's facilities is obliged to comply with the rules set out in the Brazilian Traffic Code, and might undergo penalties set out therein.

5.8 – The maximum speed allowed for vehicle traffic inside the Park is 25 mph (40 km/h).

5.8.1 – The Condominium Administration may, at its sole discretion, install; instruments or equipments at its premises recording or showing the measured speed, featuring or not image recording device of the following types:

- I – Steady: speedmeter featuring image record device installed on a specific location on a permanent basis;
- II – Static: speedmeter featuring image record device installed in a stationary vehicle or on an appropriate support;
- III – Mobile: speedmeter installed on a moving vehicle, being measured along the road;
- IV – Portable: speed meter manually aimed at the target vehicle.

5.8.2 – The result of the speed measurement using the instrument(s) described above will be used to build penalty proof in order be applied by the Condominium Administration onto the offending party. Penalty amounts will be applied compliant to Brazilian Traffic Code in force on the date of the infraction, and will be reverted to the benefit of the Park.

5.9 – The driver (Tenant Company employee, service provider or visitor) caught speeding, drunk, or engaged in any other kind of misconduct posing risks to passers-by, will be notified by the Condominium Administration, which in turn will inform the Human Resources department of the Tenant Company in charge...

5.9.1 – Every individual identified caught in the item above, will at first just be warned. In case of repeated offense, that individual will be warned and penalized in accordance to the Brazilian Traffic Code. At third repeat offense, individuals will be warned, fined and will have their motorized access into the Park suspended for a period of 30 (thirty) days. Furthermore, if there is a fourth repeat offense, the Condominium Administration may definitively prohibit this individual from motorized access into the PARK.

5.10 – Each Tenant Company will be in charge of their own employees, service providers, business partners and visitors, emphasizing that their access is restricted to the company they are intended to.

5.10.1 – Pedestrians are requested to either walk on the sidewalks along the Condo venues or take the internal shuttle bus system when heading to their destination company.

5.10.2 – We warn that strangers may be questioned by the Park's Property Surveillance team regarding their stay in unauthorized places.

5.11 – The access or leaving of any person (Tenant Company employee or not) is expressly prohibited other than thru the Park's gates.

5.11.1 – Any individual caught acting suspiciously or violating item 5.10 may be taken to the nearest Military Police Station in order to provide clarification.

6. PARKING

6.1 – There are parking areas for common use along the venues and next to the buildings and their use is only permitted in the delimited areas.

6.2 – Vehicles not parked in the specific marked areas may be warned and fined. For cargo vehicles, trucks and the like, the park features exclusively delimited areas to serve them.

6.3 – If in case there are parking spots within a private area of a Tenant Company, these spaces are restricted for the use of the leasing company only.

6.4 – The Park is not responsible for any damage or accidents to vehicles within the premises.

6.5 – If there is an accident involving vehicles, the Park Property Surveillance team must be called in order to record the occurrence, this document is just intended to Condominium Administration's internal use. Get in touch by telephone on (47) 3028-8606 or (47) 99995-8093. Those parties involved in the incident must call the Military Police (190) so that official documents be issued.

6.6 – Trucks, Vans and other light duty trucks awaiting authorization for loading or unloading in the Park must be positioned in the areas marked for exclusive parking of these vehicles.

6.7 – If in case there is a need for any vehicle (truck, car and motorcycle) spend the night in the Park; the Tenant Company shall request this authorization from the Condominium Administration on portaria@perinibusinesspark.com.br or seguranca@perinibusinesspark.com.br, providing the following information: driver's name, model, color and license number of the vehicle; cargo identification; reason for staying overnight and number of days this vehicle needs to remain at the Park.

6.7.1 – Trucks not having this authorization may be approached by the Property Surveillance team during night patrols. Furthermore, the Tenant Company may be warned and fined for the infraction since it is responsible for the company forwarding its products.

6.8 – Specifically for companies located in Blocks 1 to 8, the vacancies located in front of each company are exclusive to them.

6.9 – Alongside the entire Complex II, but specifically in Cagliari venue, exclusive areas are marked for parking trucks, vans and light duty vehicles.

7. PUBLIC, COMMON AREAS AND LEISURE AREAS

7.1 – Everyone has to:

7.1.1 – Respect each other, not behave noisily and not make use of bad words.

7.1.2 – Respect dressing code, shirtless in common areas is prohibited, except when there is a sporting event in a specific place, as long as it does not embarrass others.

7.1.3 – Keep areas clean, properly using the trashcans available in the attended areas.

7.2 – Firework displays inside the Park is forbidden, in case of occurrence, the offender will be civilly and criminally liable for the consequences.

8. SECURITY IN EXCLUSIVE AREAS

8.1 – Tenant Company employees will be responsible for security in their private areas.

8.2 – It is the responsibility of each Tenant Company ensure the property security of its exclusive areas (internal area), as well as the commitment to the property security of the Park (external area of the company), making sure closing doors and windows of buildings and vehicles parked in the Park.

8.2.1 – If any vulnerability is found in any company, such as opened doors and/or windows, the Condominium Administration may allocate an extra watchman to take care of this specific situation, however, the Tenant Company using that specific site will be charged for that customized service.

9. PROPERTY SECURITY

9.1 – The Condominium Administration is responsible for managing access control services and security in areas intended for common use of the Park.

9.2 – For all legal purposes and effects, the security service has to:

9.2.1 – Direct, guide, control and coordinate access control activities to the Park, as well as manage the security center;

9.2.2 – Control the entry and exit of vehicles in the external areas and external private areas of the Park's tenant companies, taking effective and permanent security measures;

9.2.3 – Comply with and enforce all items of these Internal Regulations, monitoring and controlling the entire external areas of the condominium perimeter, as well as track any suspicious activity in the companies' private areas carrying out intervention if necessary, but respecting the limits of the condominium responsibility;

9.2.4 – Collaborate with fire prevention tasks providing permanent inspection on patrols and even reporting non-conformities seen in firefighting devices in order to keep them in perfect use condition all the time;

9.2.5 – Get in touch with competent authorities (Military Police, Civil Defense and others), in order to guarantee external support when circumstances require it.

9.3 – The presence of Tenant Company's private security personnel will only be permitted inside their respective private areas, and such private security staff will not be permitted to operate in the common areas of the Park, except under exceptional circumstances.

9.4 – If in case, there is a need for armed personal protection in order to serve employees, directors or representatives of any Tenant Company, the security department of the Condominium Administration must be communicated at least 24 (twenty-four) hours in advance. In order to get that official; send e-mail to seguranca@perinibusinesspark.com.br, supplying full data information regarding the person who will perform the service and who the security personnel will be protecting, as well as presenting arms license status duly updated and registration number of the weapon to be used in that task.

9.5 – Special attention is requested regarding regular update of weapons registration. In other words, if there is any status change, new information shall be promptly updated with the Condominium Administration as soon as possible.

10. ELECTRONIC MONITORING

10.1 – The Park is monitored 24 (twenty-four) hours a day and aided by dozens of cameras distributed throughout the Condominium, mainly at the gates, as well as in common areas and vulnerable locations.

10.2 – Only Condominium Administration and Property Security team personnel can have access to the CCTV (Closed Circuit TV).

10.3 – The recorded images are the Park's exclusive property and they will be stored for a time of 15 (fifteen) days. The images are not given away to anyone, except by lawsuit; however, they might be viewed alongside security responsible staff in order to analyze any suspicious situation. This request must be made via the following email address: seguranca@perinibusinesspark.com.br, request images 03 (three) days in advance in order to view them.

10.4 – Tenant Company are required to supply electrical power to cameras and lampposts.

11. PHOTOS AND FILMING

11.1 – Any photographing or filming session to be carried out in the Park areas, which are intended to produce advertising or institutional material, whether by Tenant Companies or third parties, must be requested 48 (forty-eight) hours in advance at the Condominium Administration in order to get an official authorization, it may be done filling out a form or by email on contato@perinibusinesspark.com.br.

11.2 – Any photographing or filming session not complying with item 11.1 will be immediately questioned by the Park's Property Surveillance staff, which might allow the condominium representative have the equipment confiscated in order to delete the images recorded without official permit.

12. BANKS AND FINANCIAL

12.1 – The areas occupied by financial or banking institutions must be monitored by a 24-hour a day camera system.

12.2 – The entry of people who are not Tenant Company employees wishing to access the financial institutions existing in the Park, may just happen on weekdays, from 8:00 am thru 6:00 pm. Access on weekends and holidays is prohibited.

13. ENVIRONMENTAL LICENSES

13.1 – Environmental Licensing or Exemption obtained from the competent environmental bodies (municipal, state or federal) in regard to the activity scope and company size must be obtained and maintained up-to-date as follows*:

- LAP – Licença Ambiental Prévia (Prior Environmental License);
- LAI – Licença Ambiental de Instalação (Environmental Installation License);
- LAO – Licença Ambiental de Operação (Environmental Operating License).

*Or equivalent authorizations, in accordance with current legislation.

13.2 – These documents are mandatory for the operation of a company (construction, equipment installation and operation), and must be provided by the Tenant Company individually and presented attached to the Park's property rental process since it's mandatory to comply with federal, state and municipal legal requirements, as follows:

13.2.1 – The Tenant Company must deliver a copy of the environmental license request protocol to the Condominium Administration before beginning its activities in the leased property. The request to the environmental agency must be in accordance with the size of the company and activity to be carried out on the facility. The delivery of all documentation regarding licensing process in accordance with regulatory instructions and current environmental legislation is supposed to be certified.

13.2.2 – Therefore; it is mandatory for the Tenant Company providing all requested environmental licenses (LAP/LAI/LAO) or licensing exemption document regarding the leased unit (referring to activities not subject to environmental licensing, such as DANC – Declaration of Non-Constant Activity) or letter informing the status of the environmental licensing process issued by the responsible environmental agency and aftermath sending a valid copy to the Condominium Administration.

13.2.2.1 – In case of not providing a copy of the aforementioned licenses within a maximum time of 6 (six) months after starting its activities, the Tenant Company is subject to the penalties provided in this Regulation, as well as being subject to sanctions imposed by responsible environmental bodies in case of irregularities (such as, beginning installation or operation without an environmental license).

13.2.3 – The Tenant Company must keep the valid license (or equivalent document) in an easily identifiable and readable place, within its premises for the purposes of verification by the Condominium Administration and inspections by environmental control bodies.

13.2.4 – In the event of expansion, change of block, module and/or change in the activity; the environmental body in charge of such an activity must be informed by the Tenant Company thru official protocol containing full data information (and complementary documentation, in accordance with existing regulations) in order to change and update the environmental license or exemption as well as related authorizations previously issued or in the process of analysis or issuance. A copy of all documentation must be sent to the Condominium Administration.

13.2.5 – In the event of a Tenant Company discontinuation (finalization, contract break, property exit, change of block or module, among others), which had been running potentially polluting activities presenting environmental risks, subject to environmental licensing in accordance with the list of activities published in resolution of the State Environmental Council (CONSEMA) of Santa Catarina, the company's legal representative must present to the Condominium Administration a protocol obtained from the licensing environmental body (Instituto do Meio Ambiente de Santa Catarina - IMA) and a copy of the Activity Closure Plan covering the environmental studies carried out in order to terminate the lease contract. That's a document necessary to assess the environmental quality of the areas about to be deactivated or unoccupied, such documentation shall be presented to IMA (Instituto do Meio Ambiente de Santa Catarina - IMA) in compliance with a specific statement from the licensing environmental body. It shall be presented 90 (ninety) days before its closure (CONSEMA Resolution nº 98/ 2017, article 35, and subsequent ordinances).

13.2.5.1 – This Closing Plan must be carried out by a qualified technical professional hired by the Tenant Company who will release a technical statement (inspection report) containing a Technical Responsibility Observation (ART) for Preliminary Assessment, attesting the environmental quality conformity of the occupied property, confirming non-contamination of the site or its surroundings as a result of its activities, in accordance with the specific statement guidelines of the licensing environmental body on the Plan for Closing Activities or Licensable Enterprises. In case of contamination signs, the Tenant Company has to provide further studies on the potentially contaminated site (Confirmatory Investigation, Detailed Investigation, Risk Assessment, among other subsequent steps featuring IMA statement), aftermath, the presentation of such documents shall be done to the environmental licensing body in order to obtain consent and issuance of the Closing Term, as well as reporting on the progress of the process and presenting a copy of the documents to the Condominium Administration.

13.2.5.2. If requested by the Condominium Administration, the Tenant Company must also allow a joint inspection regarding contract closure, performed by a group of people at its site, represented by employees of the company owning the site as well as Condominium Administration (environmental management) in order to evaluate the facility. If necessary, an action plan and deadlines for improvements must be defined, as well as the presentation of supporting documentation, attesting to the effectiveness of the corrective actions carried out.

14. ENVIRONMENT

ENVIRONMENTAL MANAGEMENT

14.1 - Monitoramento ambiental

O PARQUE realiza visitas de monitoramento nas empresas sistemistas sob demanda, visando assegurar que as mesmas estejam em conformidade com as legislações ambientais vigentes pelo conhecimento sobre as atividades realizadas pelas empresas locatárias e dos controles realizados. A ação também busca orientar sobre as boas práticas de gestão ambiental em prol da sustentabilidade das organizações produtivas instaladas neste parque empresarial multissetorial.

14.1.1 - Referente ao formato de visita de monitoramento ambiental, a mesma inicia com uma conversa para aplicação de um check-list com o colaborador responsável pela empresa sistemista sobre aspectos relativos ao meio ambiente, como:

- Licença ambiental e conformidade legal;
- Efluentes sanitários;
- Efluentes industriais;
- Resíduos sólidos;
- Emissões atmosféricas;
- Ruídos;
- Produtos químicos, combustíveis e óleos lubrificantes;
- Entre outros.

14.1.2 – Subsequently, a visit at the tenant company's warehouse is performed in order to check the reported issues. Also, at this time, the Condominium Administration requests authorization in order to photograph only environmental aspects, not affecting industrial secrecy of the tenant company.

14.1.3 – Every tenant company must authorize an inspection requested by the Condominium Administration, provide information regarding aspects and environmental controls of its process as well as presenting documents copies authorizing its operation, among other pertinent requests. These procedures are necessary for environmental monitoring the multisector complex business. In case of non-cooperation, the tenant company will be liable to the penalties featuring this Regulation.

14.1.4 – It is important to highlight that compliance with legal and regulatory environmental requirements regarding the activity carried out by the tenant company generates legal security for the organization, in addition to contributing to keep the Park's environmental compliance as well as favoring the insertion and perpetuity of the tenant company in the competitive market.

14.1.5 – When carrying out environmental monitoring and potential risks are identified at the tenant company's site due to the absence of inefficient practices and/or controls to ensure the environmental compliance as well as non-compliance and/or disregard for internal rules and current legislation, the Condominium Administration may notify the tenant company and apply the penalties written in the Internal Regulations, besides informing the competent environmental body about such environmentally inappropriate practices in case of malicious intent or recurrence.

14.2 – Environmental Accidents Emergencies

Any unexpected and unwanted event causing directly or indirectly damage to the environment and public health due to the release of any harmful or dangerous substance (emission, waste, effluent, among others), must be reported to the Condominium Administration by e-mail to ambiental@perinibusinesspark.com.br or telephone (47) 3305-2300, so that monitoring can be carried out and additional actions to be taken (if necessary), as well as inform the environmental agency when relevant. The Tenant Company must present to the Condominium Administration an Emergency Action Plan regarding the incident or accident, duly prepared by a qualified professional and accompanied by a Technical Responsibility Observation (ART).

14.2.1 – It is important for every Tenant Company presenting some environmental risk in its activity, keep environmental emergency kits at its premises (containing materials or equipment compatible with the inputs, products or waste used in each sector of the company), providing adequate structure for the teams involved in minimizing possible accidents and prevent them from getting worse.

14.2.2 – Every Tenant Company or service provider must immediately report any environmental accident to the Park safety inspectors, at any time during work shifts.

14.3 – Núcleo de Educação Ambiental Fabio Perini – NEA (Fabio Perini Environmental Education Center)

The Park offers the community and Tenant Companies a pleasant environment; gathering nature and progress through the conservation and educational work carried out by NEA, which features a multidisciplinary team and develops several activities for the environment and the following stand out:

14.3.1 – Ecological Trails and Environmental Tourism – The Park features interpretative ecological trails in its structure specially created for environmental education, where two route options are offered – Trilha do Gato-do-mato [Wild Cat Trail] (featuring 1,115.49ft / 340m) and Bacupari trail (3,018.37ft / 920m long) – amid a total area of more than 40 thousand yd² (34 thousand m²) of native forest including several species of fauna and flora.

14.3.1.1 – The visitation program is available to the entire community interested in witnessing it, especially students and employees of the Park Tenant Companies

14.3.1.2 – Visitation to NEA's ecological trails is limited due to the biodiversity of species in risk of extinction and reduced support capacity of the local ecosystem for conservation. Visitors are permitted to enter since prior appointment is scheduled via email and led by a qualified guide.

14.3.1.3 – The Environmental Tourism is more aimed at university students and companies, besides visiting NEA trails and support structures, visitor may also learn about the Sanitary Effluent Treatment Station (ETE) as well as perform a tour thru Park focusing on the environmental as well as general environmental management.

14.3.1.4 – It is expressly prohibited for visitors to enter the trails without the Condominium Administration and NEA team authorization, they will be liable to have their visit discontinued by Park inspectors and security Park rangers as well as undergo notification and fines.

14.3.2 – NEA Auditorium – In order to better serve visitors during their tour to trails, birds nursery and other services relevant to the environmental, the Park also features an auditorium for lectures and educational training in which the work carried out at NEA environmental management is discussed and meaningful information are taught on good environmental practices.

14.3.2.1 – Companies interested in environmental training carried out by NEA team can get in touch by email at nea@perinibusinesspark.com.br for further information and also visits appointments. Other activities will also be taken into account in order to carry out visits on site.

14.3.3 – Plants nursery - NEA provides a nursery of native seedlings in its facility, which is used to restore Permanent Preservation Areas (APP). In order to use the space and perform activities, an appointment must be set with the NEA team.

14.3.4 – Red-headed Howler Conservation Program at the Perini Business Park Condominium (PCBR) – Due to the presence of the Red-headed Howler primate species in the Atlantic Forest of the Park and surrounding areas, the Red-headed Howler Conservation Program was implemented as NEA's integrating part, initially through a technical-scientific cooperation contract with FURB [Regional University Foundation of Blumenau] (management, research and training) and currently it is carried out by the environmental management team. The objective of the PCBR is increasing knowledge and protection of populations of Red-headed Howlers (*Alouatta clamitans*) in the northern region of Santa Catarina through environmental monitoring actions, environmental education, education for conservation and forest recovery, as the species is vulnerable to extinction in Brazil.

14.3.5 – Occurrences with animals in Tenant Companies – If any wild or domestic animal shows up in your company, you are supposed to get in touch with the Park environmental team by telephone on (47) 3305-2300, so that they can be guided in order to follow appropriate procedures in accordance with current regulations. It should be noted that animals not posing risks to people and occasionally going into their natural habitat do not need human intervention.

14.3.5.1 – It is important to point out the Park does not have authorization to collect animals (injured, abandoned, among others); besides not featuring a suitable place to receive them because competent authorities are in charge of such arrangements.

14.3.5.2 – Since the Park is an industrial and/or business environment, the handling, maintenance and feeding of any wild animal is forbidden.

15. WASTE COLLECTION

DISPOSAL OF COMMON, RECYCLED AND INDUSTRIAL WASTE

15.1 – The Park consists of a multisector condominium (service, commerce and industry) and as all Tenant Companies contribute to the annual payment of the municipal waste tariff, the Park is included in the waste collection program of the municipality of Joinville performed by a concessionaire company.

15.1.1 – All tenant companies must respect the determined waste selection and limit the collection to 31.7 gal (120 liters) of daily waste production per company as set out in municipal laws in order to keep the service feasibility.

15.1.2 – The selective collection currently carried out by the Park serves only small waste producers, given the volume limitation existing in legislation (31.7 gallons / 120 liters per day) and the collection just includes common waste (organic and non-recycled without contaminants) as well as recyclable waste (see item 15.6).

15.1.3 – The removal of this common waste is carried out every Monday, Wednesday and Friday morning, just on these days can the waste be placed outside the Tenant Company (in case collecting containers are not available). As internal collection is carried out every other day, 63.4 gallons (240 liters) per day of collection are considered, and the waste bags must be gray or black for common waste and blue or red for recyclable waste.

15.1.4 – Upon formal request via email sent by the Tenant Company, the Condominium Administration transfers waste disposal declarations (general quantity), as well as relevant environmental licenses – in accordance with current legislation – provided by the waste collection companies included in the program.

15.1.5 – The Condominium Administration carries out periodic sampling and monitoring in all Tenant Companies in order to comply with the rules and legislation in force on internal selective collection.

15.2 – The Tenant Company producing a larger waste production must rent a dumpster(s) in order to deposit the common, recyclable and industrial waste it generates, the Tenant Company is responsible for the management and costs of these dumpsters.

15.3 – The Tenant Company must keep the waste in sealed plastic bags which must be deposited in dumpsters (if any) available in pre-defined locations authorized by the Condominium Administration.

15.3.1 – Dumpsters must be kept organized and it is expressly forbidden to exceed their maximum capacity and height, liable to penalties and fines.

15.3.2 – Every dumpster must be kept closed, especially those intended for common waste (organic and non-recyclable without contaminants), avoiding attraction of vectors (rats, flies, cockroaches, among others) and bad smells.

15.4 – The Tenant Company failing in having an adequate waste disposal center in the external area or presenting abnormal situation (even if seldom) of greater waste production to be disposed off in the external yard, shall notify the Condominium Administration in advance as well as keep the waste organized and carry out correct disposal within a maximum time of 5 (five) days, in case of not respecting this time. The Tenant Company will be liable to notification and a fine.

15.5 – As for industrial waste, the Condominium Administration does not collect it, and it is the responsibility of each Tenant Company to provide adequate transportation and disposal with duly licensed companies, holding proof of transportation and proper destination as well as providing open access to documents check by the Park at any time.

15.6 – Recyclable waste will be collected on the days mentioned in item 15.1.3, limited to 454.04gal (2m³) per Tenant Company; the following shall be observed:

RECYCLABLE WASTE INCLUDED IN SELECTIVE COLLECTION PROGRAM:

- Cardboard – all cardboard boxes must be disassembled and free of contaminants;*
- Paper;
- Plastic – except larger sizes, such as contaminated plastic drums and plastic pallets;
- Metal – just beverage cans;
- Styrofoam – must be clean and packed in blue or red trash bags.

WASTE NOT INCLUDED IN THE SELECTIVE COLLECTION PROGRAM**:

- Wood;
- Electronic waste;
- Metal;
- Glass;
- LIGHT BULBS;
- Contaminated solids;
- RCC (Construction and Demolition Waste - concrete, ceramics, etc.);
- Among others.

15.7 – Waste generated in works and/or refurbishing in warehouses and commercial rooms out of collecting scope by the Park rules are on the responsibility of the Tenant Company (management as well as costs involved for appropriate waste disposal).

15.7.1 – The Tenant Company hiring outsourced companies in order to provide contractor services (works/refurbish) must guide them regarding segregation and collection of waste by them generated, as well as keep them in compliance with Internal Regulations guidelines. The Tenant Company will always be responsible for outsourced activities. In case of non-compliance, the Tenant Company will be liable to notification and fines.

15.8 – Abnormal and accidental situations in the Tenant Company premises regarding solid waste must be immediately reported to the Condominium Administration for appropriate measures. All critical cases shall be handled appropriately by the Tenant Company and its stakeholders and in case of non-compliance, the Tenant Company will be liable to notification and fines.

*contaminants = oil, grease, solvents, paints, among other chemicals making the waste impossible to recycle.

**Despite not collecting the materials listed above, the Condominium Administration advises tenant companies regarding their appropriate disposal.

16. WATER, SANITARY EFFLUENTS (SEWAGE) AND INDUSTRIAL EFFLUENTS

16.1 – The Condominium is billed by the public supplier for the Park's total water consumption and monthly it is shared among tenant companies according to their individual consumption. Water consumption reading is carried out by the Condominium Administration on Tenant Company' gauges on a monthly basis.

16.1.1 – It is worth noting that the minimum rate charged monthly is 2,270.21 gal/10 m³ (except for areas known as "offices", which will pay an amount of water consumption based on the building's share).The amount due for water consumption will be added to the condominium fee bill.

16.2 – Sanitary sewage resulting from commercial rooms and buildings is conveyed to the Sanitary Effluent Treatment Station (ETE), which operates 24 hours (twenty-four hours a day) and the Condominium Administration is in charge for its management.

16.2.1 – The Condominium Administration upon tenant company's formal request by email, sends ETE monitoring analyses as well as relevant environmental licenses according to current legislation.

16.2.2 – Any intervention and/or connection to ETE's sanitary sewage collection network must be formally authorized by the Condominium Administration in accordance with the internal rules, standards and legislation in force.

16.3 – It is expressly forbidden to send to the PARK's sanitary effluent treatment plant any industrial effluents arising from their process, such as those from production processes, water cooling towers or floor, machinery and equipment washing, compressor oil purging, among others featuring chemical characteristics incompatible with the system.

16.3.1 – Any industrial process effluents are the total responsibility of the generating company, which may direct these effluents to an appropriate external treatment in licensed companies as well as implement specific treatment systems duly licensed by the competent environmental body in compliance with the characteristics of the effluents generated and in accordance with internal rules, standards and relevant legislation, presenting a copy of the supporting valid document to the Condominium Administration.

16.3.2 – The discharge of treated industrial process into effluents drainage system will only be permitted upon presentation of an authorization letter signed by a competent environmental body, complying with the environmental controls to be implemented, aligned with specific laboratory analysis accredited by INMETRO (as per specific regulation) and prior notice for the Condominium Administration approval. The Tenant Company must keep this documentation in its possession, allowing the Park administration have its records inspected any time.

16.3.3 – There must be sewage inspection box for environmental monitoring before discharging the effluents.

16.3.4 – The Condominium Administration may request analyzes of process or industrial effluents produced by the Tenant Company at any time, which could prove the treatment systems efficiency used by them. The goal is monitoring the effluent to be drained or discharged into water bodies, according to prior authorization from the relevant environmental agency.

16.4 – Upon identifying any infraction regarding directing process and/or industrial effluents into Park ETE (which owns an environmental license to receive and treat only sanitary effluents) as well as into the drainage system, water body or soil in non-compliance with current internal rules, standards and environmental legislation may result in notification and fines onto the Tenant Company.

16.5 – The ETE (effluents treatment station) is billed separately from the condominium fee and is calculated based on the number of employees registered by the tenant company in the access system of the Park, so it is the responsibility of the company to keep its registration updated by the 20th monthly.

17. USE OF FIRE HYDRANTS AND FIRE FIGHTING EQUIPMENT

17.1 – Fire hydrants and special fire equipment consist of pipelines supplying water in order to prevent and combat fire incidents and arranged at strategic points in the Park.

17.1.1 – The internal and external mechanisms referred to in item 17.1 are made available for use exclusively in case of emergency and it is the full responsibility of the Tenant Company have its employees and/or service providers instructed in order to prohibit their use in non-emergency situations.

17.1.2 – In case of express use of these mechanisms in any non-emergency situation must be previously authorized by the Condominium Administration thru a specific form (see Annex 1), which must be filled out at least 48 (forty-eight) hours in advance and sent to the email: seguranca@perinibusinesspark.com.br

17.1.3 – The authorization referred to in item 17.1.2 does not exempt the requesting company from reimbursing the Condominium Administration the amount regarding the estimated consumption of water in a non-emergency use event. Refunding the amount used might be added to the condominium fee in the following month.

17.2 – When the hydrant use in a non-emergency situation is duly authorized, the equipment to be coupled (hoses, nozzles) is the full responsibility of the tenant company, since the hoses available in shelters located next to the hydrant cannot be used in these cases, as they are exclusive to prevention and firefighting.

17.3 – It is the responsibility of the Condominium Administration to place seals on all fire hydrants and special fire equipment (external areas of the Park) as well as constantly control and verify their inviolability. In the event of an emergency, they may be broken easily.

17.3.1 – It is the responsibility of the Condominium Administration inform the tenant companies about the inspection of the inviolability of the internal seals, and the inspection must be accompanied by the tenant company's security technician or authorized personnel

17.4 – Aiming at combating water waste and ensuring efficiency in firefighting accidents, failure to comply with these items constitutes an act of non-compliance with current fire safety laws and demonstrates the disregard of the tenant company and its employees regarding the necessary and fundamental asset for human survival.

17.5 – For the purposes of applying this item, breaking the hydrant seal for non-emergency use without prior authorization by the Condominium Administrator is considered a punishable offense, whether or not the use of drinking water has been proven.

17.6 – Failure in complying with the provisions mentioned above makes violators liable to fines, besides being charged for the amount corresponding to the difference between the actual consumption of the company and the expenses paid by the Condominium Administration to the water distribution concessionaire during the same period.

18. EMERGENCY DIRECTOR BOARD - CONDEM -

18.1 – The Emergency Management Council (CONDEM) is a non-profit council guided by the Bylaws and current legislation.

18.1.2 – Its function is creating and maintaining a trained team in order to act in prevention and action in cases of risk events in the Park as well as suggesting investments to improve condominium security.

18.1.3 – CONDEM is responsible for preparing the Condominium Emergency Plan, which must be complemented adding the Individual Emergency Plan of each company.

18.2 – For the effectiveness of the work proposed by CONDEM, the tenant company must commit to participating in the programs related to this council, besides pointing out at least one participant as a legal representative of the company.

18.3 – In compliance with the provisions foreseen by the Condominium Emergency Plan prepared by CONDEM, each tenant company must keep its information updated.

18.4 – For more information about CONDEM, contact the Condominium Administration by email at seguranca@perinibusinesspark.com.br

19. BUILDING INSURANCE

19.1 – All Park buildings, as well as common areas are insured against fire or other accidents causing partial or total destruction and the insurance premium is included in the Park's ordinary expenses.

19.2 – Every tenant company benefits from the property insurance contracted by the Park and the tenant company is responsible for paying the deductible regarding the accident in its private premises.

19.3 – In any accident caused by adverse weather conditions, the tenant company will be responsible for repairs, and may use property insurance for such repairs. The Condominium Administration must be informed in order to communicate with the insurance company via email seguranca@perinibusinesspark.com.br.

19.3.1 – The Condominium Administration is not liable for any internal damage caused by an adverse weather event.

19.4 – It is up to each tenant company hiring internal in order to keep its assets protected from any events that may occur.

20. VISUAL COMMUNICATION

20.1 – The installation of advertising within the Park must be previously consulted with the Condominium Administration and must follow the standard rules adopted by the Condominium.

20.2 – Every tenant company must place its identification on their premises in a 60 (sixty) – day period after moving into the Park. Identification using stickers, paper attached to doors or walls will not be permitted. Identifications must be in compliance with the following standardized sizes:

20.2.1 – In blocks named by letters (except Block L, example: A, B, C, ...): the standard size of the sign is 5.00 m X 2.50 m.

20.2.2 – In blocks identified by numbers (example: 1, 2, 3, ...): the standard size of the sign is 4.00 m X 2.00 m.

20.2.3 – The minimum identification size accepted for the blocks mentioned above will be 50 cm x 20 cm – which must be installed on the right side of the entrance door and at a height of 1.70 m from the lower base of the its door.

20.2.4 – Block L has a forefront made of prefabricated panels combined with 10mm-smoked tinted tempered glass, and the following is permitted: application of rectangular stickers, respecting the delimited area according to the specifications described below. The art, creation or layout is the responsibility of the tenant company and applications are allowed as follows:

- i. The sticker is supposed to be the usual one for external application (that is, on the tinted glass from the outside);
- ii. It must be placed on the masonry (concrete) part and a gap of 0.02ft (0,50cm) high must be left above it to limit sticker application.
- iii. The rectangular sticker must be 3.28ft (1m) high and the length must respect the width of the room, except the door, which will feature a specific application. Only a strip measuring 0.49ft (15cm) high and 0.03ft (0,80cm) wide will be allowed on the door. On this stripe will be possible applying your company's logo. We suggest that the string shall respect the layout of the rectangular sticker, ensuring the art balance and the uniformity of each identity in order to not highlight the door;
- iv. The smoked tinted glass gap remaining above the rectangular sticker must be kept free, maintaining the original characteristics of the block;
- v. All layouts must be sent to contato@perinibusinesspark.com.br for validation by the Marketing and Management department of the Condominium Administration. The feedback featuring approval or rejection, as well as considerations will take place within 48 hours after receiving the art.

20.3 – For other areas not mentioned above, the Condominium Administration shall be consulted.

20.4 – Ágora Tech Park has its own visual communication specifications.

20.5 – We request that the identification signs installed on buildings shall always be kept in good and visible conditions (not allowing them to become too faded).

20.6 – The visual identity projects will be developed by the tenant company itself and shall be approved by the Condominium Administration.

20.7 – There are signs indicating the location of each building or Tenant Company throughout the internal venues of the Park with the specific purpose of guidance.

20.8 – Permission to use the various advertising possibilities in the public and common areas of the Park must be governed by a formal and specific contract for this purpose. In order to have access to all existing Park’s advertising ways, contact us on email contato@perinibusinesspark.com.br.

20.9 – Any advertising within the Park not duly authorized by the Condominium Administration is prohibited.

21. TELECOMMUNICATION SERVICES

21.1 – The installation of antennas, when necessary, must be previously requested along the Condominium Administration by email: manutencao@perinibusinesspark.com.br.

21.2 – The hiring of telematics services (telephony, internet, voice, video and other electronic data transmissions) within the Park is on regard of each tenant company, which shall get in touch with telecommunications operators existing in the market.

21.3 – If there are technical problems regarding such service provision, request for servicing shall be made directly with the suppliers hired by the tenant companies.

21.4 – Request a list of suppliers serving the PARK by email contato@perinibusinesspark.com.br.

22. ANTENNA INSTALLATIONS

22.1 – Equipment changing the aesthetics of the buildings will not be allowed.

22.1.1 – The Condominium Administration may request the removal of any equipment installed without authorization harming the standard of the Park’s construction design.

22.1.2 – In the event of any damages to the building structure resulting from such installation, the tenant company is responsible for refurbishing the damage caused.

23. MOVING IN/OUT, NEW PROJECTS AND REFORMS

23.1 – Any moving (in or out) of a tenant company shall be scheduled at least 48 (forty-eight) hours in advance thru written request, informing date and sent to seguranca@perinibusinesspark.com.br.

23.2 – The tenant company choosing to develop its own specific project for its leased unit must send in details to the Condominium Administration, which with the construction company will carry out the analysis and technical feasibility, sending feedbacks regarding the project within 7 (seven) business days.

23.3 – There must be a technical person in charge of preparing the project and executing the services, as well as the respective Technical Responsibility Observation – ART.

23.4 – Noisy works exceeding the permitted decibel levels which may cause disruption and inconvenience to neighboring companies, may only be made after working hours and on weekends (Monday to Friday from 6:00 pm to 6:00 am; Saturdays and Sundays are liable to previous authorization of the Condominium Administration). No work will be permitted without authorization from the Condominium Administration; in that case, the company involved will be penalized.

23.4.1 – It will be up to the Condominium Administration approving or not the execution of the services, as well as requesting further clarifications or other projects necessary for their execution.

23.4.2 – The Condominium Administration through its technical department will have the autonomy to stop services in the event of non-compliance with current legislation or in case of exposing the Park and the people attend it to environmental risks.

23.5 – Regarding works in private areas, it is the sole responsibility of the tenant company having the work execution requested beforehand as well as removing any debris or any waste spread in common areas.

23.5.1 – If the tenant company needs to store materials or equipment or other items in leased or outdoor patio for common use (regardless the quantity), it must request authorization from the Condominium Administration informing the locations it will use and the kind of product to be temporarily stored as well as the estimated time of consent in need. It also shall observe the necessary controls for such storage, since the tenant company is liable to notification and fines in case of non-compliance.

23.6 – Any work or changes carried out in the building causing inconvenience to other companies or imply a lack of safety for those involved directly or indirectly, will be prevented from continuing upon simple communication from the Condominium Administration.

23.7 – Upon completion of the services, an “As-built” copy must be delivered to the Condominium Administration in order to file it.

23.8 – The Tenant Company needing to build containment basins, storage areas for materials, or products such as (chemical, hazardous or flammable waste), among others, must respect the following necessary precautions:

23.8.1 – Present a Technical Responsibility Note (ART) for design and execution in accordance with current technical standards, besides ensuring the minimum volume and tightness of the containment system as a whole including the waterproofing service (floor, trenches, pits and walls up to a requested height, due to block fittings or desired gaps);

23.8.2 – Present a declaration or report from the manufacturer or supplier of the waterproofing product regarding Maintenance or reapplication frequency required, as well as present a maintenance plan for risky areas;

23.8.3 – Check the need for physical containment barriers (such as screening different wastes like chemicals and flammable products), in accordance with the study of materials incompatibility (mainly flammable ones), separating containment pits (risk of explosion in case of mixing them).

23.9 – The Condominium Administration, after receiving all required documentation will carry out an assessment engaging a multidisciplinary team on possible construction authorization. The beginning of such works are strictly prohibited without the Park’s consent of PARK and liable to penalties and fines.

23.10 – Any external or internal work or renovation in buildings requiring adjustments and/or connection to the sanitary sewage network of the Park effluent treatment plant must be formally communicated to the Condominium Administration. A project prepared by a qualified professional along ART shall be presented for evaluation and possible authorization for the tenant company.

24. LIABILITY REGARDING THIRD PARTIES

24.1 – Hiring and supervision of third-party services is the responsibility of the tenant company, as well as the infractions committed by them.

24.2 – Any external service carried out in any building or common area of the Park must be previously communicated and authorized by the Condominium Administration, through Annex 2 – part 1 of these Regulations.

24.2.1 – Failure to comply with this item constitutes a serious infraction and the tenant company will be fined.

24.2.2 – The outsourced company hired by the tenant company must be aware of this condition and may even be prohibited from providing services within the Park in case of not compliance.

24.3 – When hiring third parties, the tenant companies must follow the items listed in this Regulation:

24.3.1 – Forbid people under 18 years old from working in risky activities;

24.3.2 – Use equipment (machines, tools, etc.) appropriate to the activity to be carried out, as well as guide employees regarding their correct use;

24.3.3 – Wear appropriate clothing to perform the work: uniform, overalls, duster, etc.;

24.3.4 – Ensure there is life insurance in order to cover possible accidents regarding Outsourced companies of at least R\$ 25.000,00 (twenty-five thousand Reais) per person;

24.3.5 – Ensure employees access to Park's restaurants in clean and hygienic conditions;

24.3.6 – Request the presentation of environmental licenses and other relevant authorizations;

24.3.7 – Ensure that outsourced workers are carrying out their activities in accordance with Park rules, current environmental standards and legislation, besides carrying out appropriate waste and effluents segregation, destination and treatment, providing monitoring and structure for this purpose.

24.4 – If non-conformities are observed regarding item 24.3, the hiring tenant company is liable to notification and fines by the Condominium Administration.

24.5 – All activities carried out on warehouse roofs require prior communication for authorization and shall be requested at least 48 hours in advance.

25. ELETRIC POWER

25.1 – Each tenant company will have an individual electricity connection and will be billed straight from the state distribution company (CELESC). It is the responsibility of the tenant company to request power switching on or switching off.

25.2 – If there are technical problems regarding energy supply, straight contact with CELESC (0800 480196) must be sought, since the contract to supply electrical power is signed between the tenant company and the electricity supplier.

25.3 – Any services to be performed at any substation require prior communication for authorization; send email to seguranca@perinibusinesspark.com, at least 48 hours in advance. In cases where termination is necessary, the procedure requires authorization from CELESC.

26. IPTU (MUNICIPAL TAX) AND GARBAGE FEE

All buildings in the Park are charged IPTU tax and garbage fees. Both are paid by the Park and the charge is subsequently shared with the tenant companies following the same pay conditions presented by these specific services suppliers to the Condominium. This invoice is sent to each company by the holding managing the Park: Coinvalores C.C.V.M Ltda.

27. FORMULA FOR CALCULATING THE CONDOMINIUM FEE

27.1 – Common expenses to be apportioned by all tenant companies are considered all those ones included in the budget to be approved annually at the Ordinary General Assembly, such as employee salaries, social security contributions, energy, water and gas expenses related to common areas, sewage fees, service and material for disinfection, pest control, cleaning of common areas, maintenance, removal or spare parts for equipment or machinery used by the condominium, water lifting and suction pumps, external fire prevention equipment of the effluent treatment plant equipment, in addition to taxes, fees, insurance premiums and contributions of any nature impacting on Condominium cost, Park manager and Condominium Administration wages and all expenses regarding common parts conservation.

27.2 – Each tenant company contributes to common expenses in proportion to the square meters occupied by it considering the total built area.

27.3 – The contribution amount is calculated by the Condominium Administration based on the annual budget approved at the Ordinary General Assembly, which establishes the minimum unit rate for the oncoming year. The period following the establishment of the rate cannot be less than 6 (six) months.

27.4 – The formula for calculating the Condomínio Perini Business Park fee is as follows:

$$A/B = C$$

$$C \times D = E$$

$$C \times (25\%) = F$$

$$C \times (140\%) = G$$

Given that:

A = total value of ordinary expenses budgeted for the period plus extra expenses

B = area supported by Work Completion Permit document according to the City Hall department in charge

C = amount to be paid per m² built by the companies

D = exclusive area occupied by each company

E = amount to be paid by companies

F = value to be paid per m² by the companies regarding the patio area

G = amount to be paid by the companies occupying service buildings

Important notes:

- A percentage of 25% (twenty-five percent) related to item C will be charged as condominium fee for the leased patio areas;

- A percentage of 140% (one hundred and forty percent) related to item C will be charged as condominium fee amount for the "Service Village";

- There is a minimum condominium fee applied to rental units

- The updated amounts are made available via reports, after the condominium meeting or by e-mail request on financeiro@perinibusinesspark.com.br

28. PAYMENT OF CONDOMINIUM FEE

28.1 – The condominium fee invoice is due on the 5th (fifth) of each month and is electronically sent by the 27th (twenty-seventh) of the month preceding its due date. If the person in charge does not receive the invoice, it may be requested by email to: financeiro@perinibusinesspark.com.br

28.2 – Failure to delay condominium fee will result in a fine equivalent to 2% of the amount charged, plus an interest rate of 1% per month.

28.3 – The tenant company presenting pending invoices payment will get a communication on the 10th (tenth) of each month as a due debt, and in case it is not paid by the 15th (fifteenth) of the current month, the debt shall be exclusively dealt with the Park Administrator, represented by Coinvalores C.C.V.M. Ltda. and no longer with the Condominium Administration.

28.4 – After the 15th (fifteenth), in case the tenant company insists on payment to the Condominium Administration, this payment disagreement will generate a fine of 15% (fifteen percent) on the amount to be paid, which will be included in the following condominium fee.

29. COMMUNICATIONS SENT BY THE CONDOMINIUM ADMINISTRATION

29.1 – The Condominium Administration uses email as one of its main communication channels. That is why it is essential each tenant company keeps all emails addresses updated, so that no information passed on by the Condominium Administration goes unnoticed; avoid having the e-mails directed to a single e-mail address.

29.2 – Request the insertion of a new email address or update them on: contato@perinibusinesspark.com.br

30. CORRESPONDENCES AND RECEIPT OF OTHER MATERIALS

30.1 – No mailing or parcel will be accepted by the Park reception without it being properly dispatched by the Post Office. They will be delivered internally by the Post Office or by a company designated by the Condominium Administration.

30.2 – Any mailing or parcel shall feature the full address (name, block and module of the tenant company) and it will be delivered within 24 hours after the date and time of receipt, on business days. The lack of any data mentioned above will result in mail or parcel return to the Post Office.

30.3 – Newspapers, magazines or any other kind of communication or media intended to the tenant company shall be delivered directly to that very company owing the subscription(s)

31. WARNINGS, PENALTIES AND FINES

31.1 – Condominium Administration employees carry out periodic checking visits at the Park in order to assess compliance with the aforementioned guidelines in these Internal Regulations, current standards and legislation, as well as intended to offer greater security to Park customers.

31.2 – The Condominium Administration may impose a warning, penalty or financial fine onto the tenant company failing in complying with any of the items of this Regulation, which may reach 10 (ten) times the condominium fee amount and might double in case of a repeat offense.

31.2.1 – Every tenant or outsourced company is liable to external sanctions, in accordance with current standards and legislation set by responsible and supervisory bodies.

31.3 – Any infraction committed by an employee, third party or visitor regarding the aforementioned warnings will be enough reasons for a penalty or fine to be applied on the tenant company responsible for releasing this third-party into the Park. It is the responsibility of the tenant company apply the appropriate penalties on the failing third -parties.

31.4 – Infractions not specifically described in this Regulation, though being proved after administrative procedures are liable to warning, penalty and/or financial fine by the Condominium Administration as to item 31.2.

32. GENERAL INFORMATION

32.1 – Cases not described in these Internal Regulations will be rated and decided by the Condominium Administration and, whenever necessary new rules and procedures may be edited in order to regulate the operation of the Park, they will be added to the rules contained in these Regulations. Any changes and/or adding might be informed by a newsletter.

32.2 – Any complaints or demands from tenant companies shall be directed to the Condominium Administration, in person or by email at sindico@perinibusinesspark.com.br

32.3 – Other regulatory rules determined by the Condominium Administration intended for all legal purposes and effects, even if not transcribed here, must be respected and taken by everyone.

32.4 – These Internal Regulations will be in force since the establishment of its convention and may be amended whenever necessary.

33. HELPFUL CONTACTS

Condominium Administration and related areas

Administration: (47) 3305-2300

Outpatient clinic: (47) 3425-0096


Security: (47) 9 9995-8093

34. ATTACHMENTS

In case you need to use any form in the attachments, please request it by email on contato@perinibusinesspark.com.br

Review 5

Joinville, 02/01/2021

	Information on Service Providers			RQ 028	RQ 028
				Revision approved on: 25/07/2018	
Description of the Requesting Area Person in charge of hiring:					
Informações da empresa prestadora de serviços					
Corporate name:					
CNPJ:				Phone:	
Person in charge:					
Employees to provide the service:					
Name	Office position	CPF Social Security Number	Mark X if employee	Mark X if outsourced	
Description of activities					
Describe the activities to be carried out:					
Location where the work will be carried out:					
Work start date:					
Service time X Permanence: () hours: _____ () weeks: _____ () days: _____ () months: _____					

Will there be special work? () Yes () No					
If so, specify	() load operation transport equipment such as: cranes, fork-lift, lifting platforms,...				
	() hot work/welding				
	() electrical work				
	() work at height				
	() work related to civil construction: excavations; demolitions; masonry; structures in general				
	() work in confined places				

Annex 2

Request for non-emergency water use for firefighting

<i>Perini Business Park</i>	Information on Service Providers	RQ 028	RQ 028
		Revision approved on: 25/07/2018	

Type	Classification of Service Providers	Documents
Employees and Subcontractors	Routine activities and Special activities	Copy of employee registration form / CTPS (photo, qualification and registration page)
		Occupational Health Certificate – ASO
		Copy of PPE Form with Authorization Certificates (signed) / Service order
	Atividades especiais	Check training requirements and additional documentation for special jobs (see table below)

Type of Qualification	Requisitos de Capacitação e Documentações Complementares para Trabalhos Especiais	License Validity	Equipment and machines used to perform the service
Electricity	Training in accordance with – NR 10, updated. Valid training completion certificate, according to NR 10; Health: ASO Suitable for working with Electricity, according to PCMSO.	2 years	
Electricity SEP – Electrical Power System	Complementary Training – According to NR 10, updated. Valid training completion certificate, according to NR 10; Health: ASO Suitable for working with Electricity, according to PCMSO	2 years	
Confined places	Training According to NR 33, updated. Valid training completion certificate, according to NR 33; Health: ASO Suitable for work in confined places, according to PCMSO.	1 year	
Height	Training According to NR 35, updated. Valid training completion certificate, according to NR 35; Health: ASO Suitable for working at heights, according to PCMSO.	2 years	
Transport equipment	Training According to NR 11, updated. Valid training completion certificate, according to NR 11; Valid driving license; Health: ASO Apt, according to PCMSO.	1 year	
Operation of machines and equipment	Training According to NR 12, updated. Valid training completion certificate, according to NR 12; Health: ASO Apt, according to PCMSO.	1 year	



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