



Manual for Shareholders' Participation

Annual General Meeting 2021

MULTIPLAN EMPREENDIMENTOS IMOBILIÁRIOS S.A.

CNPJ/ME: 07.816.890/0001-53

NIRE: 33.3.0027840-1

Publicly traded Company

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1. MESSAGE OF THE MANAGEMENT

Dear Shareholders,

The Management of **Multiplan Empreendimentos Imobiliários S.A.** (“Company”) hereby presents to its shareholders the Manual for Shareholders’ Participation at the Annual General Meeting, to be held on April 30, 2021, at 3:00 PM (“Meeting”), at the Company’s headquarters, at Avenida das Américas 4,200, block 2, suite 501, Barra da Tijuca, in the City and State of Rio de Janeiro, according to the Call Notice published on March 30, 2021.

The purpose of this Manual is to provide information regarding the procedures and deadlines related to the Meeting, reinforcing the Company’s commitment to adopt the best practices of corporate governance and transparency.

Please note that the matters to be resolved at the Meeting are detailed in the Management Proposal, containing all the information required by the Securities and Exchange Commission of Brazil (*Comissão de Valores Mobiliários*) (“CVM”) to support the understanding and decision-making by the shareholders.

We count on your attendance.

MULTIPLAN EMPREENDIMENTOS IMOBILIÁRIOS S.A.

2. DATE, TIME, LOCAL AND AGENDA OF THE MEETING

According to the Call Notice published on March 30, 2021, the Company will hold the Meeting on first call:

Date: April 30, 2021

Local: Avenida das Américas 4.200, block 2, 5th floor, Barra da Tijuca, Rio de Janeiro

Time: 3:00 PM

In view of the circulation restrictions due to the COVID-19, in addition to holding the Meeting physically and in person at its headquarters in Rio de Janeiro, there will be simultaneous transmission via videoconference to the Company's office located in the City of São Paulo, at Av. Dr. Chucuri Zaidan, nº 1,240, 29th floor, Golden Tower Building, Vila Cordeiro, where shareholders may remotely participate in the Meeting. Shareholders who wish to participate in the Meeting at the Company's office in São Paulo, whether personally or by a duly appointed attorney-in-fact, shall observe the same procedures and deadlines applicable to the participation in person as detailed in item 4.1 below. The simultaneous transmissions of the Meeting to the Company's office located in the City of São Paulo will be conditioned to the absence of restrictive measures in force that prevent it from taking place.

At the Meeting, the following matters of the Agenda will be resolved:

1. Review the management accounts, examine, discuss and vote on the Management Report and the Financial Statements, together with the Company's External Auditors and Fiscal Council's Reports of the Company for the fiscal year ended on December 31, 2020;
2. Decide on the destination of the net income for the fiscal year ended on December 31, 2020; and
3. Set the global annual compensation of the Company's Management for the 2021 fiscal year.

The information on each of the matters of the Meeting is detailed in the Management Proposal and its Exhibits, available at the Company's headquarters and website (ri.multiplan.com.br), and on the websites of CVM (www.cvm.gov.br) and B3 SA - Brasil, Bolsa, Balcão ("B3") (www.b3.com.br).

3. COMPANY'S BYLAWS – CHAPTER IV

We transcribe below the main provisions of the Company's Bylaws establishing the procedures applicable to General Meeting:

“CHAPTER IV – SHAREHOLDERS’ MEETINGS

(...)

Article 31 – *The Company’s Shareholders’ Meetings shall be held annually and whenever the business of the Company so requires, as set forth in the Brazilian Corporations Law. The applicable legal provisions being duly observed, the Shareholders shall be called to attend Shareholders’ Meetings through call notices published in accordance with Article 124, Paragraph 1, II, of the Law n. 6.404/76.*

Article 32 – *The Shareholders’ Meeting shall only be commenced, on first call, with the presence of shareholders representing, at least, one fourth of the voting capital of the Company, and on second call, with the presence of Shareholders representing any number of voting shares.*

Article 33 – *The Company’s Shareholders’ Meeting shall be presided by the Chairman of the Board of the Directors. In his absence other members of the Board of Directors shall preside the Company’s Shareholders’ Meeting and the Chairman of the meeting in this case shall be designated by the majority of the shareholders present. The Chairman shall nominate among the shareholders present one or more secretaries.*

Sole Paragraph – *Except for the cases for which the law determines a qualified quorum, as well as observed the Paragraph 1 of Article 47 of these By-Laws, all resolutions of the Shareholders’ Meeting shall be taken by the majority of votes of shareholders present. Blank votes will not be computed.*

Article 34 – *The proceedings and resolutions of the Shareholders’ Meeting shall be recorded in the appropriate book in accordance with the law.*

Article 35 – *The Shareholders’ Meeting may be annual or extraordinary, depending on its matters. The Annual Shareholders’ Meeting and the Extraordinary Shareholders’ Meeting may be called and held jointly at the same place, on the same date and at the same time, and may be recorded in a single set of minutes.”*

4. GUIDELINES FOR PARTICIPATION AT THE MEETING

We clarify that it will be necessary to have the attendance of at least one fourth (1/4) of the Company voting capital for the opening of the Annual General Meeting. If this quorum is not met, the Company will publish a new Call Notice announcing the new date for the Meeting to be held at second call, which can be held with the attendance of any number of shareholders.

The Company's shareholders may attend the Meeting in person, by a duly constituted attorney-in-fact or by sending a distance voting ballot, pursuant to CVM Instruction 481/2009, subject to the procedures and deadlines detailed below.

In order to preserve the health of shareholders, employees and the community, and in view of the current guidelines of national and international health authorities, as well as the determinations of the Government of the State of Rio de Janeiro for prevention and coping with the coronavirus (COVID -19), the Company highlights the option of using the Distance Voting Ballot to participate in the Meeting now convened.

In addition, aiming at facilitating the participation of shareholders, the Company will not require signature recognition of the Ballots issued in the Brazilian territory or the notarization / consularization of those issued abroad.

4.1. Participation in Person

The following documents are required for shareholders who wants to participate in person at the Meeting, whether physically at the Company's headquarters in Rio de Janeiro or remotely at the office in São Paulo:

Individual	<ul style="list-style-type: none">▶ Valid I.D. with photo (Identify Card (RG), Foreigner's Identity Card (RNE), Driver's License (CNH) or professional association card accepted in Brazil as identification for legal purposes); and▶ Proof of ownership of shares issued by the Company, issued by Itaú Corretora de Valores S.A., the bookkeeping agent of the Company's shares ("<u>Depository</u>") and/or by the relevant custody agent, as the case may be, indicating the shareholding position of no later than (5) days before the date of the Meeting.
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<p>Legal Entity (except investment funds)</p>	<ul style="list-style-type: none"> ▶ Latest consolidated version of the Bylaws or Articles of Association. ▶ Corporate documents proving the legal representation of the shareholder; ▶ Valid I.D. with photo of the shareholder’s legal representative (Identify Card (RG), Foreigner’s Identity Card (RNE), Driver’s License (CNH) or professional association card accepted in Brazil as identification for legal purposes); ▶ Proof of ownership of shares issued by the Company, issued by Itaú Corretora de Valores S.A., the Depositary and/or by the relevant custody agent, as the case may be, indicating the shareholding position of no later than (5) days before the date of the Meeting.
<p>Investment Funds</p>	<ul style="list-style-type: none"> ▶ Latest consolidated fund regulation; ▶ Latest consolidated version of the Bylaws or Articles of Association of the administrator or fund manager, as the case may be, subject to the fund’s voting policy; ▶ Corporate documents proving the legal representation of the administrator or manager of the fund, as the case may be; ▶ Valid I.D. with photo of the legal representative (Identify Card (RG), Foreigner’s Identity Card (RNE), Driver’s License (CNH) or professional association card accepted in Brazil as identification for legal purposes); ▶ Proof of ownership of shares issued by the Company, issued by the Depositary and/or by the relevant custody agent, as the case may be, indicating the shareholding position of no later than (5) days before the date of the Meeting.

The participation through the remote form through the office of the Company located in the City of São Paulo will be counted as attendance at the Meeting and the registration of the relevant participants in the minutes may be carried out by the chairman and the secretary of the Meetings, pursuant to Art. 21-V of CVM Instruction No. 481/09, as amended.

We highlight that the documents will be checked to ensure they are in order prior to the beginning of the Meeting. Therefore, the shareholders are kindly requested to forward a copy of said documents to the Company, preferably 48 (forty-eight) hours in advance of the Meeting so that the documents can be duly checked in a timely manner for their participation.

4.2. Representation by Attorney-in-fact

The shareholders who choose to participate at the Meeting through a duly constituted attorney-in-fact must submit, in addition to the applicable documents indicated above:

- Power of attorney with specific powers to represent the shareholder at the Meeting, granted pursuant to the Article 126, paragraph 1, of the Brazilian Corporation Law¹, with notarized signature; and
- Valid I.D. with photo of the attorney-in-fact (Identify Card (RG), Foreigner's Identity Card (RNE), Driver's License (CNH) or professional association card accepted in Brazil as identification for legal purposes).

The foreign shareholders must present the same documentation as the Brazilian shareholders.

Delivery of documentation in case of representation:

We kindly ask that the representation documents described above to be sent, as far in advance as possible of the date of the Meeting, preferably up to forty-eight (48) hours in advance, to (i) the Company's headquarters, at Avenida das Américas No. 4,200, block 2, suite 501, Barra da Tijuca, in the City and State of Rio de Janeiro, Zip Code 22640-102; or (ii) to the e-mail ri@multiplan.com.br, identified with the title "AGO Multiplan 2021".

4.3. Participation by Distance Voting Ballots

As set forth in Articles 21-A et seq. of CVM Instruction 481/2009, the Company's shareholders may send their voting instructions with respect to the matters addressed at the Meeting by completing and sending of the corresponding distance voting ballot ("Ballots"). The content of the Ballots should reflect Exhibit 21-F of CVM Instruction 481/2009, which includes all the proposals for vote contained in the Agenda of each Meeting.

The shareholders opting to exercise his or her vote through the Ballots must do so through one of the following options:

- a) through instructions for completion of the Ballots transmitted to (i) their respective custody agents that provide this type of service, in the case of shareholders holding

¹ The CVM Board, at a meeting held on 04.11.2014 (CVM Process RJ2014/3578)28, understood that corporate shareholders may be represented at shareholders' meetings through their legal representatives or through duly constituted representatives, in accordance with the constitutive acts of the company and the rules of the Brazilian Civil Code. Therefore, there is no need for this representative to be a shareholder, company administrator or lawyer.

shares deposited in a central depository; or **(ii)** their Depository, in the case the shares are not deposited in a central depository; or, also,

b) by sending the Ballots directly to the Company (by postal or electronic mail).

Shareholders shall observe the rules and procedures adopted by the Depository or their relevant custody agents, as the case may be, to receive instructions for completing the Ballots, as well as the means used by such institutions for communication with shareholders regarding the receipt of instructions the adequacy of such instructions and, if necessary, the need to rectify or re-send the instructions. In the case of exercising his or her right to distance vote through the Depository, the voting instructions must be made through the *Itaú Digital Assembleia* website (<https://assembleiadigital.certificadodigital.com/itausecuritiesservices/artigo/home/assembleia-digital>), and it is necessary to register and have a digital certificate.

The shareholder who chooses to exercise his or her right to vote by completing and sending the Ballot directly to the Company shall forward said document duly completed, initialed and signed, accompanied by the documents described in item 4.1 above, (i) by post , addressed to Avenida das Américas, 4,200, block 2, suite 501, Barra da Tijuca, Zip Code 22640-102, Rio de Janeiro - RJ, to the attention of the Investor Relations Officer; or (ii) by electronic mail, addressed to the e-mail ri@multiplan.com.br.

The electronic versions of the Ballot for sending directly to the Company are available at the Company's headquarters and website (ri.multiplan.com.br), and at CVM websites (www.cvm.gov.br) and at B3 (www.b3.com.br).

The documents and information necessary for the shareholder to exercise his or her distance voting right must be received by the Company up to 7 (seven) days before the Meeting, that is, until April 23, 2021 (including) or transmitted to the service providers (Depository or custody agents) in accordance with the deadlines and procedures adopted by them. Any Ballot and voting instructions received after such deadlines shall be disregarded, regardless of the date on which they were sent.

5. VOTING RIGHTS

Pursuant to Article 7 of the Company's Bylaws, each common share corresponds to one (1) vote in the resolutions of the Company's General Meeting. In addition, as provided for in Article 6 of the Company's Bylaws, each preferred share entitles its holder to one (1) vote in the resolutions of the Company's General Meeting, except in relation to the election and dismissal of the members of the Board of Directors, matter in which the preferred shares do not have a vote.

6. LINKS OF INTEREST

- a) Investor Relations Website: <https://ri.multipan.com.br/en/>

- b) Financial Statements of the fiscal year of 2020: [Link DF 2020](#)

- c) Call Notice: [Link to Call Notice](#)

- d) Management Proposal: [Link to Management Proposal](#)

- e) Distance Voting Ballot: [Link to DVB](#)

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