

**REVIEW AND APPROVAL**

<b>Review</b>	<b>Date</b>	<b>Description of updates</b>
<b>0</b>	06/15/2018	Document creation.
<b>1</b>	04/15/2019	Change of nomenclature from Administrative Policy to Administrative Guideline and Notification of Loss of Proof Statement to justification form for expenses on corporate card
<b>2</b>	08/14/2020	Amendment to the management of Financial Guarantees received, contracted and issued
<b>3</b>	10/23/2020	Amendment to the scope of approval of Financial Guarantees received and issued negotiated by the Energy Trading Company

<b>Creation</b>	<b>Review</b>	<b>Approval</b>
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**SUMMARY**

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## 1. PURPOSE

Establish and disclose the rules for carrying out operations related to financial matters of Eneva S.A. and its subsidiaries (jointly referred to as "Eneva" or "Company"), defining the guidelines for the processes of (i) payments arising from purchases or other obligations with suppliers, as well as obligations with employees,

(ii) advances to suppliers; (iii) cash investment; (iv) fixed fund; (v) loans and financing; (vi) billing and accounts receivable; (vii) guarantees – received, contracted and issued, (ix) insurance, (x) manual accounting entries, (xi) accounting closing and; (xii) transfer and reallocation of OPEX and Investment, in accordance with best corporate governance practices.

## 2. APPLICATION

This POLICY applies to all areas that comprise ENEVA S.A.'s organizational structure, including SPE's, joint ventures and associated companies in which the Company holds over 50% control. In other cases, the content of this document shall be brought to the knowledge of its business partner(s) for analysis of the pertinence of full or partial implementation.

## 3. DEFINITIONS

- **Advances to suppliers:** advance to suppliers, in view of the delivery of a product or the provision of a service.
- **Approver:** Maximum authority limit for responsible and conscious approval of disbursements within ENEVA. It is established based on the nature and total amount of the obligation. It is responsible for final approval after prior check.
- **Substitute Approver:** Delegated employee who replaces the approver, for a specific and agreed period of time, thus being responsible for approving disbursements within ENEVA.
- **Capex:** Refer to capital expenditures or investment in capital goods. It indicates the amount of money spent on purchasing capital goods for a given company.
- **Bank Guarantee Letter:** an instrument by which the bank guarantees the financial indemnification of a client's obligation to a third party in the event of default.

- **Cash collateral:** pledge/assignment of funds (e.g. financial investments, assets, rights, securities) as a counterpart to financial transactions.
- **Subsidiaries:** Companies in which Eneva holds a stake, whose operational control is exercised by the company.
- **Derivative:** Financial instrument or other contract where the future amount or cash flow derives from the market price of an asset, financial instrument or other market variable. The most common examples of derivatives are: swaps, call and put options, forwards, or combinations of these instruments. Commercial agreements for the acquisition or sale through physical delivery of products are excluded from this definition.
- **Delegation of Authority:** temporary appointment, under defined conditions and limits, of authority for certain positions, through the formalization by those who originally hold legitimacy by Eneva's senior management.
- **Enforcement of guarantee:** the act of redeeming the amounts of the pledged and/or guaranteed obligations from the guarantor bank or insurer.
- **Fixed Fund:** Financial resource, available in cash, intended for the payment of operating expenses with low value materials and services and/or the purchase of consumables for sporadic and unusual events, limited to two thousand five hundred reais (R\$ 2,500.00) per use and control unit (fund manager).
- **Guarantees:** These are accessory obligations required by the creditor to ensure payment, including the setting up of security interest, encumbrances on permanent assets or personal guarantees such as sureties and endorsements, as well as commercial and judicial obligations.
- **Fund manager:** Employee responsible for the use and rendering of accounts of the fixed fund.
- **Opex:** Refers to the cost associated with equipment maintenance, consumables and other operating expenses.
- **Pre-authorized payment:** Payment of manual invoices for taxes, fees and contributions; payroll taxes and contributions, legal expenses and deposits, government contributions and, in some cases, financial operations (such as financial investments, foreign exchange, among others).
- **PDD:** Request for Executive Board Resolution
- **Annual Fundraising Plan:** a plan drawn up by the Chief Financial Officer that shall be part of the Company's Strategic Plan and/or Business Plan, informing the main guidelines for contracting a loan/financing for the Company to be adopted in the following financial year.
- **Payment Procedure:** document with guidelines on daily procedural activities related to making the Company's payments.
- **Relevant Insurable Risks:** All those that may affect the company's operations and results, as well as those that result in damage to third parties, to employees, the

environment or the image of Eneva and its subsidiaries, and which can be mitigated through specific insurance policies.

- **Rating:** Rating assigned by risk agencies to financial institutions, which measures the level of financial capacity of each institution.
- **Performance Bond:** instrument by which the insurer guarantees financial compensation for an obligation of its customer to third parties in the event of default.
- **ERP System:** computerized system for the management of corporate information, at an internal level, applied, among other operational purposes of Eneva, for the registration, maintenance and control of the approval routines of the requirements of this policy.

#### 4. GUIDELINES

Amendments to this Policy shall mandatorily be submitted to the approval process by the Executive Board and, when applicable, by the Board of Directors.

##### 4.1. [PAYMENTS]

- When granting advances, the limits set in the Guideline on Delegation of Authority and the requirements described in the Payment Procedure shall be met.
- Whenever the advance is related to an agreement, it shall be duly formalized in the document that enters into the purchase or contracting.
- The contractual conditions may not be amended in such a way as to invalidate the guarantees already provided by the supplier.
- No agreement may be terminated without formal certification that the advance made by the supplier has been paid in full.
- Financial disbursements supported by proof of physical performance, whose milestones are established in the agreement, are not deemed to be advance processes even without transfer of ownership.
- Financial disbursements arising from purchasing processes with future delivery shall be deemed to be advances.
- Treasury shall check with Procurement area, on a monthly basis, if making new advances for any of the suppliers that have outstanding advances with the Company is not recommended, for business reasons. If there is any indication, new advances to these suppliers shall be approved by the Executive Board.

**4.2. [ADVANCES TO SUPPLIERS]**

- When granting advances, the limits set in the Guideline on Delegation of Authority and the requirements described in the Payment Procedure shall be met.
- Whenever the advance is related to an agreement, it shall be duly formalized in the document that enters into the purchase or contracting.
- The contractual conditions may not be amended in such a way as to invalidate the guarantees already provided by the supplier.
- No agreement may be terminated without formal certification that the advance made by the supplier has been paid in full.
- Financial disbursements supported by proof of physical performance, whose milestones are established in the agreement, are not deemed to be advance processes even without transfer of ownership.
- Financial disbursements arising from purchasing processes with future delivery shall be deemed to be advances.
- Treasury shall check with Procurement area, on a monthly basis, if making new advances for any of the suppliers that have outstanding advances with the Company is not recommended, for business reasons. If there is any indication, new advances to these suppliers shall be approved by the Executive Board.

**4.3. [CASH INVESTMENT]**

- Only the instruments described below shall be used to make financial investments in pre-approved first-tier banks listed in Annex 4 of this document:
  - i. Interest-bearing current account;
  - ii. Bank Deposit Certificates (CDB);
  - iii. Repurchase agreements;
  - iv. That it is an accessory obligation established in the Financing Agreement;
  - v. Exclusive fund that meets the allocation of resources in instruments and institutions adhering to this Policy;
  - vi. Others, as long as approved by the Executive Board.
- Financial investments in instruments with corporate credit risk or market risk, as assessed by the Finance Department, are not permitted.
- Decisions on the maximum investment amount and the concentration limits per bank of financial investments and/or securities backing financial investments shall

be subject to the limits established in the Exposure Limit Matrix as per Annex 2 of this Policy.

- No cash investments in derivative transactions or transactions containing embedded derivatives are permitted, unless previously approved by the Executive Board.
- A quotation shall be made with at least two (2) financial institutions for every investment, except when the investment is made in an exclusive fund or in an instrument to fulfill an accessory obligation established in the financing agreement.
- All issuers involved shall be expressly stated in the documentation of cash investment transactions.
- Investments in currencies other than the Brazilian Real (R\$) may only be made with prior approval from the Executive Board.

#### 4.4. [FIXED FUND]

- The Fixed Fund shall only be used for the purchase of consumables for administrative use, for sporadic and infrequent events and for operating expenses with low-value materials and services. Example of expenses for which the instrument can be used:
  - I. Transportation, such as: urban and intercity buses, cabs, parking lots or any formal means of transport used to move personnel at the service of the company.
  - II. Low-value graphic materials, such as photocopies, binders, paper and other office supplies, not provided for in agreements.
  - III. Pantry, cleaning and hygiene supplies not provided for in agreements, such as: coffee, tea, cookies, paper towels, glasses, soap, toilet paper and cleaning materials in general.
  - IV. Maintenance services and materials, such as: locksmith services, the purchase of light bulbs, electrical and plumbing materials or any other maintenance-related materials not provided for in agreements.
  - V. Postal services, document transportation, notary fees and other local expenses. No other type of fee/tax, due to government agencies, may be paid through the Fixed Fund.
  - VI. Newspapers, magazines, books or technical journals, as long as they do not replace existing annual subscriptions or constitute a continuity of purchase.
- The Fixed Fund shall have a maximum limit of R\$ 2,500.00 per fund manager.
- The use of the instrument is not permitted for the following cases:

- I. recurring and scheduled purchases;
  - II. purchase of alcoholic beverages and cigarettes;
  - III. purchase of items unrelated to the company's activity or gifts;
  - IV. payment to registered suppliers;
  - V. purchase of fixed asset items;
  - VI. hiring freelancers with RPA issuance;
  - VII. payment that can be invoiced;
  - VIII. installment payments;
  - IX. payments for obligations that do not belong to the company providing the fixed fund.
- All transactions made using the fixed fund shall be supported by an original document that proves the use of the funds and has fiscal validity (coupon, receipt, invoice). For notary services and taxi reimbursement, proof shall be provided through the receipt. The only exception to this process shall be proof of urban transport such as buses, subways and trains and entities that do not issue receipts.
  - The maximum limit for using the fixed fund is one thousand Brazilian reais (R\$1,000.00) per transaction. It is not permitted to split payments for expenses that exceed the limit set.

#### **4.5. [LOANS AND FINANCING]**

- The Chief Financial Officer shall draw up the Annual Fundraising Plan, which shall be part of the Company's Annual Business Plan and/or Strategic Plan, as well as the annual Budget, and shall be submitted for approval by the Board of Directors.
- Borrowing and financing that is not pre-approved in the Annual Fundraising Plan shall be previously authorized by the Chief Executive Officer, if in the amount of up to fifty million Brazilian Reais (R\$ 50,000,000.00), or by the Board of Directors for amounts exceeding fifty million Brazilian Reais (R\$ 50,000,000.00).
- After formalizing any and all loan and/or financing agreement, the transaction shall be submitted to the Executive Board.
- Guarantees linked to these transactions shall comply with the "Guarantees Received, Contracted and Issued" item of this Policy.
- Any and all leasing transactions (operational or financial) shall be treated and analyzed as a financing transaction.

#### **4.6. [CONTRACTING OF DERIVATIVES]**



- Derivatives shall only be contracted for the purpose of hedging the cash flow of the Company and its subsidiaries, and shall be approved by the Executive Board.
- In the event of approval, derivatives transactions shall be quoted with at least two (2) financial institutions, unless duly justified, and such transactions may only be made with pre-approved financial institutions (listed in Annex 4) or institutions that have an Investment Grade on a Global scale issued by - at least - 2 agencies.
- In the event of contracting, transactions shall be made without margin calls, unless approved by the Executive Board.
- Negotiation of agreements with suppliers containing embedded derivatives is not permitted, unless previously approved by the Executive Board.

#### **4.7. [BILLING AND ACCOUNTS RECEIVABLE]**

- Every billing shall necessarily generate a tax document or a debit note and an accounting document.
- Only payments in the form of deposits into current accounts shall be accepted, except in the case of offsetting between Eneva and its subsidiaries which have the prior approval of the Executive Board.

#### **4.8. [FINANCIAL GUARANTEES RECEIVED, CONTRACTED AND ISSUED]**

- Financial guarantees shall be received from counterparties in the following cases: (i) advances granted to suppliers, as provided for in the Company's Guideline on the Delegation of Authority for Internal Approvals, in the form of a Bank Letter of Guarantee; (ii) provision of services, such as: a) maintenance of generators, engines, turbines, boilers and coal conveyor belts b) critical works in plants and operations c) expansion and capacity increase projects, including EPC d) seismic surveys e) well services f) acquisition of coal, for a total amount exceeding two million Brazilian reais (R\$2,000,000.00), as a performance bond.
- Guarantees received shall comply with the models approved by Eneva's Legal Department, as well as comply with (i) the allocations in pre-approved institutions and concentration limits established in the Exposure Limit Matrix as per Annex 3 of this Policy; (ii) the requirements contained in the Guarantee Matrix, as per Annex 5 of this Policy.
- In the case of receiving a guarantee (purchase and sale of energy) by an institution that is not pre-approved in this Policy, prior approval shall be obtained from (i) the General Manager of the area if the amount of the total exposure is up to thirty million Brazilian Reais (R\$ 30,000,000.00), (ii) the Officer of the area if the amount is up to

fifty million Brazilian reais (R\$ 50,000,000.00) or (iii) the Board of Directors for cases exceeding fifty million Brazilian reais (R\$ 50,000,000.00), as established in the Guarantee Matrix in annex 5 of this Policy.

- Eneva and its subsidiaries may contract financial guarantees with the prior approval of the Executive Board, provided that the amount does not exceed R\$ 50,000,000.00, through the submission of the respective requesting areas, in the following cases: (i) coverage of commercial obligations; (ii) coverage of obligations inherent to concession auctions, auctions for the purchase or sale of energy, standard agreements such as those for the connection and use of energy transmission and distribution systems, or similar and; (iii) coverage of legal obligations and; (iv) coverage of financial obligations for loans and financing. If the amount of the guarantee exceeds R\$ 50,000,000.00, it shall be previously authorized by the Board of Directors.
- The granting of security interests or fiduciary guarantees or sureties, in favor of the company itself, a subsidiary or a third party, in an amount exceeding fifty million Brazilian Reais (R\$ 50,000,000.00) shall be submitted to the Board of Directors. For guarantees for a lower amount, approval from the Executive Board or the Chief Executive Officer shall be required.
- When contracting a guarantee, a quotation shall be obtained from at least two (2) financial institutions or insurance companies, unless duly justified.
- The position of guarantees contracted and received by the Company and its subsidiaries shall be reported on a monthly basis to the Executive Board.
- Guarantees requiring cash collateral may not be contracted, except when approved by the Executive Board.
- PDD shall include a marking field for the requesting area indicating that it complies with the Guarantee Matrix.
- PDD shall be validated by Finance Department, subject to the terms established in the Procurement Matrix.
  - SLA - Standard Purchase Term
    - Analysis of Guarantees
      - Normal: up to 3 business days
      - Emergencies: up to 2 business days
    - Pre-analysis of the need for guarantee
      - Normal: up to 2 business days
      - Emergencies: up to 2 business days
- The negotiation process shall follow the Guarantees Flowchart, as per Annex 6 of this Policy.
- In situations where mitigating the risks mentioned above through insurance policies proves to be financially inefficient, the decision on contracting

other mitigation instruments or even self-insurance, shall be previously assessed by the Executive Board.

- The selection of the broker(s) responsible for the policies of operational risk, oil risk, general civil liability and directors' and officers' civil liability (D&O) shall be defined by the Executive Board for each new agreement or renewal, based on criteria such as capacity to serve Eneva's operating units, projects and companies, technical capacity, cost of services, geographical coverage and the development of alternatives for contracting insurance coverage.
- The status of current insurance policies, as well as the quotation processes carried out, shall be reported on a monthly basis to the Executive Board.

#### **4.9. [ADVANCES TO SUPPLIERS]**

- When granting advances, the limits set in the Guideline on Delegation of Authority and the requirements described in the Payment Procedure shall be met.
- Whenever the advance is related to an agreement, it shall be duly formalized in the document that enters into the purchase or contracting.
- The contractual conditions may not be amended in such a way as to invalidate the guarantees already provided by the supplier.
- No agreement may be terminated without formal certification that the advance made by the supplier has been paid in full.
- Financial disbursements supported by proof of physical performance, whose milestones are established in the agreement, are not deemed to be advance processes even without transfer of ownership.
- Financial disbursements arising from purchasing processes with future delivery shall be deemed to be advances.
- Treasury shall check with Procurement area, on a monthly basis, if making new advances for any of the suppliers that have outstanding advances with the Company is not recommended, for business reasons. If there is any indication, new advances to these suppliers shall be approved by the Executive Board.

#### **4.10.[MANUAL ACCOUNTING ENTRIES]**

- The Controller's Office shall record the manual accounting entries for all events not originating from the ERP system, such as:
  - I. miscellaneous provisions (provision of invoices / other supplier documents not accounted for within the accounting period);
  - II. provision of bonuses, civil, tax, labor and environmental contingencies;

- III. provision for doubtful accounts;
- IV. provision for losses;
- V. Dividends receivable and payable;
- VI. Adjust to Present Value (APV);
- VII. Equity Income;
- VIII. Prepaid Expenses;
- IX. Taxes and Contributions
- Manual accounting entries that are not backed up by supporting documents and/or calculation bases are not allowed.

#### **4.11.[ACCOUNTING CLOSING]**

- It shall be assured that all accounting information is audited on a quarterly basis by an Independent Auditing firm, which shall issue an opinion on its review concerning Eneva and its subsidiaries.

#### **4.12.[OPEX AND INVESTMENT TRANSFER AND REALLOCATIONS]**

- All variance requests shall be submitted to the Financial Planning and Budget area, which shall assess whether a budget reallocation is possible.
- OPEX reallocations between management areas with no change to the amount already approved shall be validated by the area's Officer.
- OPEX reallocations between Departments shall be validated by the Executive Board.
- Reallocations between OPEX and CAPEX and between capital projects shall be fully submitted for decision at the Executive Board meeting, after review by the Chief Financial Officer and the requesting Vice President.

### **5. GENERAL PROVISIONS**

N/A.

### **6. REFERENCES**

- **Bylaws**
- **PL.CRP.CMP.002** - Eneva Code of Conduct

**7. ANNEXES**

- **Annex 1** – Exposure Limit Matrix
- **Annex 2** - Budget and Investment Approval Matrix
- **Annex 3** - Matrix of pre-approved Banks
- **Annex 4** - Quick Guidelines
- [Annex 5 – Guarantee Matrix](#)
- [Annex 6 – Guarantee Flowchart](#)

**Annex 1 – Exposure Limit Matrix**

Bank rating	Bank's minimum Equity limit (R\$)	Maximum limit for concentration of funds (in R\$) <sup>2 3</sup>
Pre-approved institutions listed in Annex 5	≥ 5 and < 15 billion	20%
	≥ 15 and < 30 billion	30%
	≥ 30 billion	40%

**(1)** Considering agencies Standard&Poor's, Moody's and Fitch.

**(2)** Consolidated sum of the amounts of investments made and guarantees received by the group's companies.

**(3)** Any non-compliances shall be resolved within 5 business days.

**ANNEX 2 - Budget and Investment Approval Matrix**

Subject	Requesting management areas	Requesting department	Chief Financial Officer	Finance Department	Budget and Financial Planning Area	Executive Board	Board of Directors
Variances of up to 5% in the company's annual and multi-annual budget (income, expenses and investments)	R1	R2	-	D	A, P	-	-
Variances of up to 5% and 15% in the company's annual and multi-annual budget (income, expenses and investments)	R1	R2	-	A2	A1, P	D	-
Variances higher than 15% in the company's annual and multi-annual budget (income, expenses and investments)	R1	R2	A3	A2	A1, P	I	D
Budget Reallocations of up to 5%	R1	R2	-	D	A, P	-	-
Budget Reallocations between 5% and 15%	R1	R2	-	A2	A1, P	D	-
Budget Reallocations higher than 15%	R1	R2	A3	A2	A1, P	I	D

**R:** recommender (draws up proposal) / **A:** evaluator / **D:** decision-maker / **I:** provides input / **P:** executor

**ANNEX 3 - Matrix of pre-approved banks**

- Banco do Brasil
- Caixa Econômica Federal
- Santander
- Itaú
- Bradesco
- Citibank

**ANNEX 4 - Quick Guidelines**

SUBJECT	THIS IS A DUTY	CAN'T DO
Payments	<ul style="list-style-type: none"> <li>• Make all payments on the due date, in compliance with the established contractual terms.</li> <li>• Make payments for material or service invoices only for approved processes.</li> <li>• Associate reimbursement payments to third parties with an agreement registered in Eneva's integrated system.</li> </ul>	<ul style="list-style-type: none"> <li>• Make payments that do not originate from an agreement registered in Eneva's integrated system, except for the types of pre-authorized payments described in the Responsibility Matrix;</li> <li>• Make payments by cash or check (except administrative check).</li> <li>• Make payments into an account belonging to a person other than the person contracting or benefiting from the credit.</li> <li>• Carry out transactions with suppliers of goods and services with payment to someone other than the issuer of the sales invoice, except if there is formal consent regarding the transfer of rights.</li> <li>• Split transactions to avoid higher authority limits.</li> </ul>

Advances to Suppliers	<ul style="list-style-type: none"> <li>• Comply with Delegation of Authority Guideline</li> <li>• Control advances made so that no duplicate payments are made under any circumstances.</li> <li>• Carry out monthly control of providers/suppliers who have outstanding advances.</li> </ul>	<ul style="list-style-type: none"> <li>• Change contractual conditions that invalidate the guarantees already provided by the supplier;</li> <li>• Terminate agreements without formal certification that the advance made to the supplier has been paid in full.</li> </ul>
Billing and Accounts Receivable	<ul style="list-style-type: none"> <li>• To submit to the Executive Board for approval any collection to be carried out in the civil court.</li> <li>• Accept payments only in the form of deposits into current accounts, except in the case of offsetting between Eneva and its subsidiaries which have the prior approval of the Executive Board.</li> <li>• Every invoice necessarily generates a tax document or a debit note and accounting document.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Cash Investment	<ul style="list-style-type: none"> <li>• Make financial investments only in institutions pre-approved in the Financial Policy;</li> <li>• Comply with the concentration limit approved for financial institutions according to the Exposure Limit Matrix;</li> <li>• Use only the following instruments to make financial investments: <ul style="list-style-type: none"> <li>• Interest-bearing current account;</li> <li>• Bank Deposit Certificates (CDB);</li> <li>• Repo transactions with daily liquidity and collateral;</li> </ul> </li> <li>• That it is an accessory obligation established in the Financing Agreement;</li> <li>• Exclusive fund (in compliance with the allocation in instruments and institutions adhering to this Policy);</li> </ul>	<ul style="list-style-type: none"> <li>• Make financial investments in instruments with:</li> <li>• Corporate credit risk;</li> <li>• Market risks;</li> <li>• Embedded derivatives;</li> <li>• Make financial investments in currencies other than the Brazilian Real (R\$), in instruments and limits other than those established in this Policy, unless expressly approved by the Board of Directors.</li> </ul>



	<ul style="list-style-type: none"> <li>Others, as long as approved by the Board of Directors.</li> <li>Obtain quotations with at least two (2) financial institutions;</li> <li>Report the position of financial investments, the allocation between instruments and the consolidated profitability of cash to the Executive Board and Board of Directors, on a quarterly basis.</li> </ul>	
Loans and financing	<ul style="list-style-type: none"> <li>Submit all loan and financing agreements under the Annual Fundraising Plan approved by the Board of Directors to the knowledge of the Executive Board;</li> <li>Handle and analyze all leasing transactions (operational or financial) as a financing transaction.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Contracting of Derivatives	<ul style="list-style-type: none"> <li>Contract derivatives solely for the purpose of hedging the company, with the transaction previously approved by the Board of Directors;</li> <li>For approved cases, a quotation shall be obtained from at least two (2) financial institutions, which shall be (i) banks pre-approved in the Financial Policy; (ii) an institution with a Global Investment Grade issued by at least two (2) agencies; (iii) previously approved by the Executive Board;</li> <li>Report derivatives exposure on a quarterly basis, when applicable to the Executive Board</li> </ul>	<ul style="list-style-type: none"> <li>Provide guarantees for carrying out derivatives transactions, except when approved by the Board of Directors;</li> <li>Negotiate agreements with suppliers that contain embedded derivatives, except when approved by the Board of Directors.</li> </ul>
Financial Guarantees Received, Contracted and Issued	<ul style="list-style-type: none"> <li>Receive financial guarantees only from financial institutions pre-approved in this policy.</li> <li>Obtain quotations from at least two (2) financial institutions to contract guarantees.</li> <li>Report the position of contracted and received guarantees to the Executive Board, on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>Negotiate agreements with suppliers that contain embedded guarantees.</li> <li>Contract guarantees requiring cash collateral, except when approved by the Executive Board.</li> </ul>

Fixed Fund	<ul style="list-style-type: none"> <li>• Use the instrument only for the purchase of consumables for administrative use, for sporadic and unusual events or for operating expenses with low-value materials and services.</li> <li>• Make all payments with the fixed fund in cash.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the petty cash in the following situations: <ul style="list-style-type: none"> <li>◦ Recurring and scheduled purchases;</li> <li>◦ Purchase of alcoholic beverages and cigarettes;</li> <li>◦ Purchase of items unrelated to the company's activity or gifts;</li> <li>◦ Payment to registered suppliers;</li> <li>◦ Purchase of fixed asset items;</li> <li>◦ Payment of invoice;</li> <li>◦ Hiring freelancers with RPA issuance;</li> </ul> </li> <li>• Use petty cash if payment can be invoiced;</li> <li>• Split payments made with the fixed fund</li> <li>• Exceed the limit of use of R\$ 1,000.00 per transaction</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Report to the Executive Board on the status of the main insurance policies on a monthly basis, informing them of relevant events occurring in the previous period.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept less than 3 quotes for issuing a new policy or renewing insurance, except when there is proven market restriction and/or with due justification.</li> </ul>
Manual Accounting Entries	<ul style="list-style-type: none"> <li>• Record the manual accounting entries for all events not originating from the ERP system, such as:</li> <li>• miscellaneous provisions (provision of invoices / other supplier documents not accounted for within the accounting period);</li> <li>• provision of bonuses, civil, tax, labor and environmental contingencies;</li> <li>• provision for doubtful accounts;</li> <li>• provision for losses;</li> <li>• Dividends receivable and payable;</li> <li>• Adjust to Present Value (APV);</li> <li>• Equity Income;</li> </ul>	<ul style="list-style-type: none"> <li>• Make manual accounting entries that are not backed up by supporting documents and/or calculation bases.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepaid Expenses;</li> <li>• Taxes and contributions.</li> </ul>	
Accounting Closing	<ul style="list-style-type: none"> <li>• Assure that all accounting information is audited on a quarterly basis by an Independent Auditing firm, which shall issue an opinion on its review concerning Eneva and its subsidiaries.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Opex and Investment Transfer and Reallocations	<ul style="list-style-type: none"> <li>• OPEX reallocations between Departments shall be submitted to the Executive Board.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>