**ELECTRONIC ASSOCIATION PROCESS**

Thank you for your interest in joining the Brazilian Franchising Association – ABF.

Welcome to the electronic association process.

Through the registered *login* and password, it is possible to access the progress status of the entire association process, 24 hours a day and from anywhere. To monitor and proceed with your association process, access the Services center at https://central.portaldofranchising.com.br/ and enter your login and password.

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**YOUR ABF ASSOCIATION**

Your registration was created to be associated with ABF in the **INTERNATIONAL FRANCHISOR** category.

This category is described in article 7 of the entity's Articles of Incorporation. To access the Articles of Incorporation, please visit the ABF website, www.abf.com.br, click on "ABF" and then choose the option "Articles of Incorporation".

The Articles of Incorporation defines the International Franchisor as foreign legal entities that distribute their products and services using, at least in part, the business franchise system or as holders of master franchises, always organized according to the laws of their country of origin, as long as they not have headquarter in Brazilian territory and do have at least one franchised unit in operation.

If you do not fit this definition, please contact relacionamento@abf.com.br or international@abf.com.br

**STEP 1 - REGULATION**

This document contains a detailed description of all the association process steps and the commitment made to **ABF** during this process.

Please read the document carefully and, in case of questions, contact **ABF.**

After reading the entire document, click at the end on "*I have read, agreed and accepted all the terms of this regulation, including the obligations assumed during the association process*" to proceed to the next steps.

**STEP 2 - PAYMENT OF ASSOCIATION ANALYSIS FEE**

After the "REGULATION" step, you will be directed to the "PAYMENT" screen.

For the International Franchisor advance in the association process next steps, the Process Association Fee Analysis payment must be done; this analysis fee will be required when and if the International Franchisor is not associated with one of the members of the World Franchise Council (WFC) or the Federación Iberoamericana de Franquicias (FIAF). The current value of the fee is as follows:

| CATEGORY | VALUES |
|---|---|
| **INTERNATIONAL FRANCHISOR** | USD 150.00 |

* NOT APPLICABLE TO A CANDIDATE ASSOCIATED TO A WFC OR FIAF MEMBER.

1. Access the payment platform; 2. Inform your credit card details (name of holder, card number, security code and expiration date). 3. Wait for payment confirmation. If there is any problem in the transaction, the following message will be displayed: “Your purchase was not finalized as it was not authorized by your card operator. Please contact your card operator or try again later.” There are several factors that can generate this message, such as problems with the balance, suspected fraud or any other reason that the company responsible for the capture, transmission, processing and financial settlement of transactions carried out with cards deems relevant not to authorize the transaction. ABF has no responsibility for the non-authorization of the transaction. If there is any other problem, please contact financial@abf.com.br.

It is a one-time fee.

**STEP 3 - CONTACT INFORMATION OF THE PERSON RESPONSIBLE FOR THE ASSOCIATION PROCESS**

Once the fee payment is confirmed, the International Franchisor will be directed to the “INFORM CONTACTS” screen. Then, the International Franchisor must inform the contacts of the people responsible for the ABF association process.

1. Fill in all the fields indicated; 2. Inform at least one contact; 3. It is essential that the contact(s) informed is/are in fact the person(s) responsible for conducting the associative process of the brand, preventing ABF requests from not being received and consequently not being attended to; 4. In case of any request during the association process, ABF will only contact the people informed at this point.

**STEP 4 - UPLOAD OF REQUIRED DOCUMENTS**

Having informed the contacts, the candidate for International Franchisor must upload the mandatory documents according to the list below. All documents must be attached in PDF format, with versions in the original language and translated to Portuguese.

If the candidate is associated with one of the members of the World Franchise Council (WFC) or Federación Iberoamericana de Franquicias (FIAF) it is possible to send a letter from the respective member attesting to the regularity of this International Franchisor as an associate of the WFC and/or FIAF, in this case the candidate will be exempt from Step 5 - Checklist - legal department.

If the candidate for International Franchisor is not associated with one of the members of the WFC or FIAF, the association approval will take place after the documentary analysis by the ABF legal department of the documents below:

1. **Copy of the Company's Incorporation Document in your country of origin and its latest amendment.**

2. **A PASSPORT legible copy or identification document (ID) of the country of origin, of all partners or legal representatives in the case of a joint stock company or attorneys-in-fact;**

   **2.1.** In case the attorney-in-fact sends, in addition to the documents in the item above, a copy of the power of attorney and personal documents (RG and CPF or CNH or RNM or PASSPORT or ID);

   **2.2.** *Upload* association documents in separate files as instructed by the system.

3. Draft of the franchise contract;
4. **Description of the Franchisor's Business, containing the services provided or products commercialized through the business franchise system. This document must be sent on letterhead and signed by the legal representative described in the document sent in item 1 above.**
5. **Other documents that the candidate for International Franchisor is interested in presenting;**

Documents, especially contracts, written in a foreign language must be translated to Portuguese as provided for in article 224 of Law 10.406/02 (Brazilian Civil Code).

The deadline for uploading all documents is 60 (sixty) days from the beginning of this step.

Failure to submit all documentation within sixty (60) days will result in:

- **a.** Exclusion from the international Franchisor registration;
- **b.** Loss of the association process review fee value;

**STEP 5 - CHECK LIST - LEGAL DEPARTMENT**

Once all mandatory documents have been *uploaded*, ABF Legal Department will make a *checklist* and analyze the submitted documentation.

1. This *checklist* will be done within 15 (fifteen) days from the last file *upload*; 2. The first business day following the last file *upload* is considered to start counting the term; 3. If one or more files are not accepted in the *checklist* step, those responsible for the International Franchisor association will receive an email informing the reasons that led to the document refusal. The reasons for non-acceptance will also be available on the website;

**STEP 5 - CHECK LIST - LEGAL DEPARTMENT–TERM**

1. The maximum period for sending the file containing the new document will be 15 (fifteen) days; 2. Failure to observe this deadline will result in the international franchisor's association process cancellation and in the loss of the association process analysis fee. 3. Once the document has been replaced by the International Franchisor, a new period of 15 (fifteen) days begins for the *checklist*, counted from the first business day following the last file upload.

**STEP 6 - ADMISSION COMMITTEE DELIBERATION**

After the *Checklist* and analysis of all documents, the Legal Department will forward the association process for deliberation by the Admission Committee.

The Admission Committee may decide on the association or not of the international Franchisor or even formulate requirements to be met. The deadline for deliberation is up to 15 (fifteen) days from the documents receipt.

**STEP 6 - ADMISSION COMMITTEE DELIBERATION - REQUIREMENTS - DISAPPROVAL - APPROVAL**

When considering the association process, the Admission Committee may:

**a.** Formulate requirements for the international Franchisor as a condition for the continuation of the associative process;

**b.** Disapprove the association of the international Franchisor, based on the reservation made by the Legal Department, due to the relevant amount of adjustments;

**c.** Approve the association of the International Franchisor and grant access to step 7 – Database.

**STEP 7 - COMPLETING THE DATABASE**

Once the association is approved by the ABF Admission Committee, the International Franchisor will be directed to the "DATABASE" screen. Completing the DATABASE is an essential condition for completing the associative process. In the DATABASE, information about the business must be entered. Fill in all the fields properly. Some of the information will be disclosed to the market through the Franchising Portal, the "Official Guide to ABF Franchises" and in the Brazil Franchising communication channels. Other information will also serve as basis for newsletter publications related to the franchising sector.

Due to the disclosure of this information, it is recommended that in all cases the data informed is in a true and transparent manner. Unfounded data transmission may lead to the filing of lawsuits and/or the adoption of administrative measures.

Access to the DATABASE is done with the same *login* and password used during the associative process. Protect the password, preventing the system from being accessed by unauthorized people.

The DATABASE is available on the ABF website (www.portaldofranchising.com.br). To access it click on ASSOCIATE CENTER, located at the top of the page.

The deadline for completing the information in the database is 05 (five) business days, counted from the message receipt informing that the Admission Committee deliberated for the association's approval. Failure to complete within the established deadline will result in the non-activation of the association.

**OBLIGATIONS ASSUMED BY THE CANDIDATE AS AN INTERNATIONAL FRANCHISOR DURING THE ASSOCIATIVE PROCESS**

The International Franchisor declares to be aware, to agree and to undertake, observe and comply with all the association process regulations. During the associative process, the international Franchisor undertakes to:

**I.** Do not use the **ABF** logo until the association process is fully completed;

**II.** Do not disclose, under any circumstances, being associated with ABF before the full completion of the association process;

**III.** Pay, in the case of irregular or improper use of the **ABF** brand, a daily fine of ten times the analysis fee value for the association process;

**IV.** Keep the system password in your possession, ensuring its confidentiality and recognizing that it is a password for exclusive use and under your full responsibility;

**V.** Always provide true and updated information to **ABF**, being solely responsible for this content;

The International Franchisor further declares that:

**I.** Knows the content of ABF's Articles of Incorporation, and Code of Conduct and Ethical Principles;

**II.** Recognizes that the documents analysis during the association process is carried out under the legal perspective and ethical parameters provided for in the ABF Code of Conduct and Ethical Principles;

**III.** Recognizes that the link with the ABF is only associative and that it does not exist in this relationship any solidarity and/or responsibility;

## Attachment I

**Membership Fee:**

| | |
|---|---|
| Franchisor | US$ 772,00 yearly* |

* valid value until 12/31/2024.