



Banco Comercial Português, S.A.

# **Regulation of Costs and Investments Sub-Commission of Banco Comercial Português, S.A.**

## Regulations of the Costs and Investments Sub-Commission of Banco Comercial Português, S.A.

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| <b>Powers</b> | <ul style="list-style-type: none"> <li>• Authorisation of expenditure for the purchase of goods and the provision of services up to the value of<sup>1</sup>:             <ul style="list-style-type: none"> <li>◦ Budgeted: ≤ 375,000.00€</li> <li>◦ Not budgeted: ≤ 20,000.00€</li> </ul> </li> <li>• Issuing an opinion to the Costs and Investments Commission on expenditure in excess of the Sub-commission's competences.</li> <li>• Regularly monitoring the evolution and optimisation of contracts for the purchase of goods and the provision of services.</li> </ul> |
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<b>Frequency</b>	Every week
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| <b>Members</b> | <p><b>Members with voting right</b></p> <ul style="list-style-type: none"> <li>- <u>Directors</u>: any executive director</li> <li><u>Coordination Managers</u>: DCM (secretary), DIG, DIT and COM</li> </ul> <p>In their absence, the Coordinating Managers of the aforementioned Divisions may propose to any of the executive directors who are part of the Sub-Commission a representative to replace them in the event of their absence, who, if accepted and belonging to the Top Management, will have the right to vote.</p> <p><b>Non-voting guests</b></p> <p>Employees of the Group who are relevant to the topics under discussion may be invited to attend occasionally.</p> <p>These employees will only take part in the meeting during the items that have justify the invitation.</p> |
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<b>Quorum for resolutions</b>	2 members with voting rights, 1 of whom from DCM.
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| <b>Delegation of Powers</b> | <ul style="list-style-type: none"> <li>• The Costs and Investment Sub-Commission shall bind the Bank, including in relation to third parties, provided that its resolutions fall within the scope of the powers defined in these Regulations.</li> <li>• Always in compliance with the internal regulations that apply to this Sub-Commission and its Divisions, the powers of the Executive Committee (EC) necessary for the performance of its duties and the inherent competences that the Board of Directors has not reserved for itself or for the other Commissions are delegated to it.</li> <li>• Should any of the executive directors in attendance at the Sub-Commission decide that the matter should be submitted to the EC for deliberation, the delegation provided for in the preceding paragraphs shall lapse.</li> </ul> |
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<sup>1</sup> According to OS0003

## Resolutions

- Only the executive directors attending the meeting and the members of the Sub- Commission with voting right will be entitled to vote.
- The Sub-Commission's decisions are taken by simple majority.
- Any of the executive directors in attendance may suspend the appraisal of an item under discussion and submit it for decision by the EC.
- Unanimous Written Resolutions may be adopted, provided that all members agree: executive directors and other members with voting rights.

## Call for meetings

The secretary provides support for the meetings, ensures that the notice of the meeting is sent to the members in good time, and at the same time to the executive directors together with the respective agenda and supporting documents.

## Minutes of meetings

- The secretary draws up the minutes of the meetings in such a way that all participants can be properly identified that the matters analysed can be understood and that the decisions taken are meaningful and well-founded.
- After approval, the minutes will be submitted for information to the next meeting of the Costs and Investments Commission.
- In the absence of a secretary, the director in attendance shall appoint one from among the members with voting rights.

Approval date: 17 September 2024

Approved by: Executive Committee

Major changes made to previously available content: general revision of the document