

## Policy for the Issuance of Certificates by ABES

### 1) Purpose of the Certificates:

Intended to qualify companies and software programs in public bidding procedures, tenders, and requests for quotations, for commercialization with public bodies and government-owned companies at any level of government — Federal, State, or Municipal — in compliance with the provisions set forth in item I of the *caput* of Article 84, and in paragraph one of Article 74 of Law No. 14,133/21 (current Brazilian legislation governing Public Procurement and Administrative Contracts, published on April 1, 2021).

### 2) Types of Certificates

- Membership Certificate: Confirms the registration details of the company and certifies that all membership obligations are duly settled.
- Standard Certificate: Confirms the company's registration details and certifies associated companies acting as developers, distributors, resellers, representatives, or partners, also listing the products commercialized by such companies.
- Special Certificate: Includes technical information regarding the products, including operating environment and specific technical characteristics.
- Certificate of Origin: Certifies that the computer software was developed in Brazil and may include additional technical information.
- BNDES Similarity Certificate: Certifies the computer software, including technical information, with respect to similar software programs developed in Brazil.

### 3) Required Documentation

- A written request submitted by the applicant;
- Specific declarations required for each type of certificate, duly dated and signed by an identified representative (with full name and position clearly indicated), issued on the company's official letterhead;
- Proof of copyright ownership;
- Proof of payment of the applicable fees related to the issuance of the certificate.

#### 4) Costs:

\*CMV – Current Minimum Contribution – BRL 139.00

Costs vary depending on the type of certificate and the number of products.

The first certificate always has a specific cost according to the certificate type, while additional certificates have different pricing:

- **Membership Certificate:** The first certificate costs 2× the CMV (currently BRL 278.00). Thereafter, the member is entitled to one certificate per month at no cost.
- **Standard Certificate:** The first Standard Certificate costs 2× the CMV (currently BRL 278.00) and may include up to 10 software programs. After the issuance of the first Standard Certificate, the member is entitled to one free certificate per month including up to 10 programs. For each additional Standard Certificate with up to 10 programs issued within the same month, the contribution for issuance will be equivalent to 1× CMV (currently BRL 139.00). For each additional batch of up to 10 programs, the contribution for issuing the Standard Certificate will also be equivalent to 1× CMV (currently BRL 139.00).
- **Special Certificate:** This certificate always incurs a cost and certifies one program. The contribution for issuing a Special Certificate is equivalent to 4× the CMV (currently BRL 556.00). For each additional program included in the same Special Certificate, the member shall make a contribution equivalent to 1× CMV (currently BRL 139.00). The Special Certificate may contain up to 10 pages, printed in Arial font, size 11, single spacing. For each additional batch of up to 10 pages, the member shall make an additional contribution equivalent to 1× CMV (currently BRL 139.00).
- **Certificate of Origin:** This certificate always incurs a cost and only one program may be certified per certificate. The contribution for the issuance of the first certificate shall be equivalent to 8× the CMV (currently BRL 1,112.00). The contribution for the reissuance of a Certificate of Origin subsequent to the first shall be equivalent to 4× the CMV (currently BRL 556.00).
- **BNDES Similarity Certificate:** The contribution for the issuance of the first Similarity Certificate shall be equivalent to 10× the CMV (currently BRL 1,390.00). The contribution for the reissuance of a Similarity Certificate subsequent to the first shall be equivalent to 5× the CMV (currently BRL 695.00).

For the issuance of a Similarity Certificate for companies that are not members of ABES, the requesting companies shall make a contribution equivalent to 20× the CMV (currently BRL 2,780.00) per certified program.

#### **5) Issuance Deadlines:**

A period of up to five (5) business days is established for the issuance of any type of certificate, counted from the date on which any requirements requested by ABES regarding the documentation and information submitted by the member have been duly fulfilled.

#### **6) Limitations and General Conditions:**

- The validity of the certificates is 180 days, unless otherwise indicated.
- Certificates will only be issued if the company is up to date with its membership contributions.
- The use of the certificates is prohibited as of the day following the termination of the member's affiliation.

#### **7) Effectiveness of the ABES Certificate Issuance Policy:**

- This Certificate Issuance Policy shall enter into force on September 1, 2024, replacing the previous policy dated September 1, 2023.